

GUIDELINES FOR GLAAM OFFICERS  
as approved by the GLAAM Board of Directors  
May 5, 2018

**ADMINISTRATIVE VICE CHAIRMAN**

- A. Assist the Chairman in the exercise of administrative duties, in accordance with Paragraph VI-D-3 of the GLAAM Bylaws.
- B. Act as advisor to, and coordinator of, the Areas, in accordance with Paragraph VI-D-3 of the GLAAM Bylaws.
- C. Function and perform in the place of the Chairman when both the Chairman and Executive Vice Chairman are absent, in accordance with Paragraph VI-D-3 of the GLAAM Bylaws.

**AREA DELEGATE**

**AREA SECRETARY**

**AWARDS COMMITTEE**

- A. Consult with and assist the GLAAM Chairman as requested toward the nomination of GLAAM members for any applicable regional, national, or international awards.
- B. Maintain an ongoing local awards program, whereby GLAAM members are formally and permanently recognized among the entire membership for their current and past contributions of service to the Mensa organization at all levels, by performing the following functions on an annual basis:

**COMMITTEE MEMBERS:**

- 1) **Tabulate volunteer data** – Record all volunteer functions performed by GLAAM members during the preceding Board term, defined as the 1-year interval between May Board Meetings. Primary source of information is the GLAAM newsletter, supplemented as desired by Board Minutes or the national *Mensa Bulletin* or other official documents. Looking for Board offices occupied, Executive Officer elections, Committee/Coordinator positions held, SIGs managed, general parties or Open Houses hosted, national/international officer appointments, and basically anything else that we can find of any value to the Mensa organization at any level. Include notations as applicable for partial-year service or officially-acknowledged exceptional performance.
- 2) **Assign point credits** – Using the previously-adopted ‘points schema’ (to be updated when necessary for new positions as they get created), create spreadsheet or other table where each volunteer who performs the stated service for the entire May-April term of the Board (if no official documentation of exceptional performance) receives the full point value indicated in the schema. Prorate as applicable for partial-year service, but always round to whole numbers. When adjusting for documented exceptional performance, obtain consensus of entire Awards Committee, in order to mitigate the effects of personal favoritism, and refer any disputes up to the full Board of Directors for final decision.
- 3) **Select award recipients** – Use the point totals as a guideline to help determine a Mensan of the Year and a Rookie of the Year. Recipients shall generally be those qualifying GLAAM members with the highest point credits for the preceding Board term, but the Awards Committee may decide by consensus to override the strict point count for some particular reason. When in doubt, refer up to the full Board of Directors for decision by majority vote. Candidates for Rookie of the Year must have belonged to Mensa for less than 24 months as of the end of the Board term for which award recipients are being selected.
- 4) **Update master database** – This is where we keep track of everybody’s credited point totals, year by year, so that we can view lifetime point totals to tell us who qualifies for the different levels of

the 'Hall of Fame', which is a permanent listing of all those GLAAM members (living and deceased) who made exceptionally large lifetime contributions of service to the Mensa organization, to be displayed as a permanent feature on the GLAAM website, and also to be printed on an annual basis in the GLAAM newsletter. The Awards Committee will update this master database each year with the points calculated in Step 2 above, and determine from the lifetime totals whether anyone new should be added to the Hall of Fame (based on specific criteria documented separately), or whether anyone should be moved up to a higher level. Best for the master copy of this database to reside online for access by multiple Committee members, but with offline backups as appropriate. Notify the Editor and Webmaster of the updated Hall of Fame listing.

- 5) **Arrange for physical awards** – Select vendors, obtain price quotes, submit annual budgets for Board approval. Upon determination of award recipients (including new enrollees and/or advancing 'graduates' in the Hall of Fame), submit names to vendors for preparation of physical awards. Must be completed in time for ceremonial presentation of the awards, which may be scheduled for the annual Regional Gathering, or at a separate Volunteer Appreciation Luncheon, or as otherwise authorized by the Board of Directors.
- 6) **Prepare biographies for Hall of Fame** – Each name on the Web version of the Hall of Fame should link to a short biography of why that person is there. The biography should at least list the main offices held, including any notations as to exceptionally good performance, but can also be expanded as desired to include photographs and/or the narrative recollections of other GLAAM members who knew the enrollee personally.

#### COMMITTEE CHAIR:

- 1) **Assign jobs to committee members** – Sustainability of the Awards Program is fostered best when we set achievable goals for getting all the jobs done. It is therefore recommended that the Awards Committee generally comprise 5-6 members in addition to the Committee Chair and GLAAM Chairman, so that no one individual has to do too much work. New committee members generally should be initiated with the 1<sup>st</sup> job listed above (i.e., tabulating volunteer data for the year), and then proceed sequentially over some period of years to learn the subsequent steps in the process. However, the Committee Chair has discretion to assign the different jobs in some other manner, according to the particular interests and talents of the various committee members.
- 2) **Provide training and backup as needed** – The Committee Chair should be prepared to personally handle all the tasks in the award cycle, both for training purposes and to fill in as needed when the Committee is at less than full strength.
- 3) **Generate and/or process nominations for Certificates of Appreciation** – These may be awarded at any time on a discretionary basis by either the Awards Committee or the full Board. (For, no matter how much objectivity we may wish to introduce into the other award categories, we still would like to reserve the option to make a spontaneous award presentation based simply upon our own subjective judgment.) It is independent of whether or not the subject has been the recipient of any other award. It can apply either following completion of a specific project, or in recognition of a long period of service.
- 4) **Make annual awards presentation** – Awards for Mensan of the Year, Rookie of the Year, advancement within the Hall of Fame, and possibly other achievements as well (possibly to include the Certificates of Appreciation discussed above, though not necessarily), may be presented in a 'plenary session' of RG attendees, as scheduled by the RG Committee, or at a separate Volunteer Appreciation Luncheon, or as otherwise authorized by the Board of Directors. Have fun with it!!
- 5) **Recruit committee members** – It is further recommended that the Committee Chair try to recruit and initiate no more than 1-2 new committee members each year. Maintain a steady inflow of volunteer help, and thus allow the senior committee members to eventually move on to other challenges if they so desire. Best spot for this to happen is directly after the annual awards presentation, when the highest number of potential new members are already gathered in one place. Tout it to new members as a way of getting involved and getting to know the 'in-people' quickly. Tout it to older members as a way to share their historical knowledge, especially when it comes to editing the biography section. If we fail to pick up anybody at the Awards Presentation, then work with the Membership Outreach Committee to 'beat the bushes' as needed.

## **BOARD MEMBERS, ALL**

### **BYLAWS COMMITTEE**

The standing Bylaws Committee (or 'ByCom' for short) is responsible for conducting and reporting all business relating to the Bylaws of Greater Los Angeles Area Mensa, and to all other of GLAAM's governing instruments, which rank in order of precedence as follows:

**Bylaws** - Provides for the general governance structure of Greater Los Angeles Area Mensa, defines the duties and eligibilities of certain chapter officers, specifies election procedures and meeting requirements, and details the process for its own amendment, which process includes the express approval of the GLAAM membership and the national Mensa governance. Effectively includes all provisions required in the Minimum Standard Bylaws enacted by the national Mensa governance, whether explicitly included in the text of the GLAAM Bylaws or not.

The Bylaws Committee shall periodically review both GLAAM's Bylaws and the national Minimum Standard Bylaws, and shall determine whether any amendments to the GLAAM Bylaws should be proposed for further consideration. The Bylaws Committee shall also entertain suggestions which may be referred to it by the full Board of Directors, or offered to it directly from other officers or the general membership, and report on its findings to the Board as applicable. If the Bylaws Committee determines that one or more particular suggested Bylaws amendments should be formally proposed for further consideration, then it is responsible for managing the amendment process (with the help of the Secretary, the Newsletter Editor, the Election Committee, and other officers as applicable) according to the provisions of the Article in the Bylaws entitled "AMENDMENTS TO BYLAWS", including producing ballot forms at the designated times, and circulating the revised Bylaws document whenever one or more given proposed amendments have been duly approved at all the required levels.

**Standing Rules** - Highest level of GLAAM's governing instruments which may be amended solely by the Board of Directors, without requiring the approval of either the GLAAM membership or the national Mensa governance. Provides general restrictions upon Board operations, financial structures, and meeting procedures. Numbered serially according to the sequence in which they were originally enacted.

**Election Procedures** - Provides detailed direction to the Election Committee pertaining to the conduct of all membership elections, and of the election of Executive Officers during the annual installation meeting.

**Guidelines** - Summarizes the duties and expectations of all currently-authorized GLAAM officers, both those defined in the GLAAM Bylaws and those established by supplemental Board action. Also sometimes referenced as the 'General Guidelines'.

**Editorial Guidelines** - Supplements the Newsletter Editor section of the General Guidelines. Establishes an order of precedence for the items which must/may appear in the GLAAM newsletter, and other standards for content.

**Webmaster Guidelines** - Supplements the Webmaster section of the General Guidelines. Communicates the Board's latest stated preferences as to the general structure and design of the GLAAM website(s), and as to any specific elements.

**SIG Policy Rules** - Lists any requirements and restrictions pertaining to Special Interest Groups (SIG's) which members have organized within GLAAM.

**ZIP Code Index** - Summarizes in one place all actions taken by the GLAAM Board and/or the national Mensa governance to assign specific ZIP Code localities to specific Areas of GLAAM or to neighboring chapters. Used both for election management specifically, and generally to be able to tell which nearby localities are governed by which Areas of GLAAM or by which neighboring chapters.

**Unclassified Actions Still In Effect** - Lists all non-Bylaws motions still in force which were enacted by the Board of Directors, its constituent committees, and the general membership, and which are not reflected in any of the governing instruments listed above. Each listed action should specify the date of original enactment, the entity which approved the action, and the identification number assigned to it in the complete list of Motions Offered.

**Officer Handbooks** - Produced by committee chairs and other officers at their own discretion, to communicate any operating procedures which are considered to be too detailed for inclusion in any of the Guidelines documents. Sometimes are simply passed from one incumbent to the next without Board communication, but are subject to Board ratification or amendment or repeal at any time.

**Actions Still In Effect** - Lists all non-Bylaws motions still in force which were enacted by the Board of Directors, its constituent committees, and the general membership, including those reflected in the governing instruments listed above. Seldom used except as an aid in producing the much-shorter list of Unclassified ASIE's which goes into the Board Members Handbooks.

**Actions Taken** - Lists all non-Bylaws motions which were enacted by the Board of Directors, its constituent committees, and the general membership, whether or not they are still in force. Maintained as a separate list because sometimes people want to know when and why some previous action was taken.

**Motions Offered** - Lists all motions ever offered by the Board of Directors, its constituent committees, and the general membership, whether or not the motions were ever approved, and including all motions relating to the Bylaws. Maintained as a separate list because sometimes people want to know when and why some previous action was proposed but not taken, and for various other reasons. All motions are listed according to the sequence in which they were originally presented. All motions are numbered for easy reference, according to the format specified in the introduction to the document.

The Bylaws Committee shall add to this document on a monthly basis all motions which appear in the Minutes of all Board meetings, Committee meetings, and Membership Business Meetings. (The responsibility previously was assigned to the GLAAM Secretary, at a time when the ByCom was only a special committee. Now that the ByCom is now a standing committee, it has been found to constitute a more equitable distribution of workload for the ByCom to take over the job permanently.) The temptation has been to update the document only on an annual basis, but then it tends to get underprioritized, and each passing month makes it more difficult to get caught up. Best therefore to get and remain in the monthly habit of catching up on each month's formal meetings, and to report on each month's update at the next Board meeting, in order to keep the Board continually assured that the job is still getting done.

The language of all motions shall be entered into the list of Motions Offered exactly as they appear in the approved Minutes, spelling errors and all, because it is the place of the Bylaws Committee only to record the actions duly taken by other GLAAM entities as documented by their designated scribes with their formal approval, and not to effectively overturn such documented actions by changing a single character of how the designated scribes recorded them in the approved Minutes. However, in order to make it clear to all readers that a particular perceived error was communicated by the designated scribe and not by the Bylaws Committee, and in order to provide a flag which might help to expedite future correction, it is acceptable to insert a bracketed "[sic]" directly following the perceived error's occurrence within the applicable text as transcribed into the list of Motions Offered. It is also acceptable to include other expressions in brackets if the expressions are not explicitly stated in the original motions but appear to be implied, based upon reference to those expressions elsewhere within the applicable sections of those Minutes.

The Bylaws Committee shall maintain the most recent revisions of all the above-listed governing instruments of GLAAM, shall arrange for printed and/or electronic copies of the most recent revisions to be circulated to Board members (for replacement in the Board Members Handbook binders) and other officers as applicable, and shall arrange for posting of the most recent revisions in the Members Only module of the GLAAM website.

## **CALENDAR EDITOR**

In accordance with Standing Rule 6, 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.

In accordance with Motion #2006-039a, the Calendar Editor shall, prior to the inclusion of any event in the monthly Greater Los Angeles Area MENSA calendar, require that the sponsor of every event, excluding events not run by Greater Los Angeles Area MENSA but listed solely to inform members of events which may be of interest to them, to submit an original signed statement that states: "I understand that participation in every Greater Los Angeles Area MENSA event is limited to MENSA members and their invited guests. I will enforce this restriction at events which I host." The Calendar Editor shall transmit each original signed and dated statement to the Secretary, who shall maintain the original for [...] as long as that host continues to host events, or seven years, whichever is longer.

In accordance with Motion #2006-039b, the Calendar Editor shall each include the following sentences in the calendar section: "Every Greater Los Angeles Area MENSA event is limited to MENSA members and their invited guests. Events marked PE are public events not run by Greater Los Angeles Area MENSA. They are listed solely to inform members of events which may be of interest to them."

In accordance with Motion #2015-035, the first sentence of the Calendar entry for the monthly Board meeting [shall read] 'All Mensa members and their invited guests are welcome to observe GLAAM's elected representatives at work and to participate in the decision-making process.'

In accordance with Motion #2015-056, the phrase "and to participate in the decision-making process" [shall be omitted] from the Calendar entry for Board meetings.

#### **CHAIRMAN**

- A. Act as Chief Executive and Administrative Officer of GLAAM and is known to AML as Local Secretary of GLAAM.
- B. Preside at all meetings of the Board of Directors and the Executive Committee and membership business meetings.
- C. Arrange the Annual Business Meeting: place a notice of the date, time and location of the meeting in the newsletter as appropriate. The meeting may be held in conjunction with another GLAAM function, but must be held in a public facility which any member may attend. By recent custom, the Annual Business Meeting has been held in conjunction with the Regional Gathering in order to maximize attendance.
- D. Preside at the Annual Business Meeting which shall include such reports and business as may be determined by the Board of Directors.

By custom, the following business is conducted at this meeting:

- 1. Present report of any Bylaws amendments adopted during the previous year.
  - 2. Present Treasurer's Annual Report or audit.
  - 3. Present the Secretary's Annual Report.
  - 4. Present other reports as determined by the Board of Directors.
- E. Appoint committee heads and coordinators with the approval of the Board of Directors. The Chairman shall assume the title and responsibilities of any committee chair or coordinator (excluding the Editor, Ombudsman, and Election Chair) for which no other incumbent is currently appointed. [Second provision added by Motion #2000-181.]

- F. Appoint the newsletter editor with the approval of the Board.
- G. Perform administrative tasks as necessary to keep American Mensa, Ltd. fully informed of all personnel changes in the Board of Directors and Committee Coordinators.
- H. Forward communications from American Mensa, Ltd. as appropriate to personnel in GLAAM.
- I. Send to the Calendar Editor the notice of dates, times and locations of the GLAAM functions: GLAAM party, new members party, Board Meeting, etc., unless these functions are being handled by one of the Committee chairmen.
- J. If aware of the Secretary's absence or other inability to perform this function, send draft Agenda to all Board members and other officers before each Board meeting, as detailed in the Secretary's Guidelines.
- K. Represent GLAAM in all communications with the Regional Vice Chairman and other members of the American Mensa Committee.
- L. The Chairman shall be an *ex officio* member of all GLAAM committees, except the Election Committee. [Item added by Motion #2000-180.]

#### **CIRCULATION MANAGER**

The Circulation Manager is responsible for the distribution of the official GLAAM publication.

- A. Receive the mailing lists from American Mensa. Reformat them as needed by our mailing service.
- B. Receive local address changes. Notify American Mensa when addresses are known to have changed. Use updated addresses in place of American Mensa addresses when appropriate.
- C. Email the printer when the newsletter is ready to be printed; include any GLAAM officers who also wish to be notified. Also send a list of mailing addresses and an advertising percentage (which is a required part of the monthly USPS Postage Statement report) to the printer in a separate email.
- D. Each month, upload a PDF of the newsletter to the printer's website, and also to American Mensa's website for electronic distribution.
- E. Accept and record subscriptions, and forward the money to the Treasurer. Correct addresses of all subscribers. This duty may be delegated to a separate subscription manager; however, responsibility for this function rests with the Circulation Manager.
- F. Keep extra copies of the newsletter for address changes, for sending to members who did not receive their copies, for members living overseas, and for any other purposes which may be allowed by the Board of Directors. Number of extra copies may be determined by the Circulation Manager according to evolving demand.
- G. Maintain the Bulk Mail permit.
- H. The Circulation Manager has the primary responsibility to prepare the Statement of Ownership, Management, and Circulation for the Editor's signature. The Circulation Manager is expected to solicit whatever input may be needed from the Editor and/or Treasurer so that the form is prepared correctly. The Editor has back-up responsibility for preparing the form when there is no Circulation Manager. [Added by Motion #1999-174.]
- I. Consider maintaining a procedure book on how to mail the newsletter, including regulations for use of Bulk Mail permits, and how to prepare the Statement of Ownership.

## **DATA OFFICER**

The Data Officer is responsible for obtaining GLAAM member data from the national office and using it to provide information to other GLAAM coordinators and committees about the state of our membership. Typically, such information has been used to:

- (\*) populate GLAAM's announcement lists with the email addresses of members whose privacy releases indicate that they wish to receive periodic, unsolicited, Mensa-related email
- (\*) inform Area representatives of new and former members of their Areas
- (\*) inform the Membership Outreach Committee of new and former members of GLAAM
- (\*) inform the Testing Coordinator of new members so that he or she knows which test takers have followed through and become members
- (\*) determine the eligibility of persons who want to join GLAAM's members-only Facebook group
- (\*) determine the eligibility of persons to vote in GLAAM elections
- (\*) determine a given member's membership history (when someone moved in, lapsed, and/or rejoined) as needed, such as for Hall of Fame and other awards
- (\*) contact potential members of a proposed SIG (e.g., classical music) based on members' PDQ interests
- (\*) generate rosters of GLAAM membership, either for use as needed by Area representatives, or for publication once a year in the GLAAM newsletter
- (\*) generate maps of GLAAM's membership distribution

## **ELECTION COMMITTEE**

The Election Committee is responsible for conducting all elections for Greater Los Angeles Area Mensa (GLAAM), as defined by Article VII of the GLAAM Bylaws.

- A. Preside over the election of members of the Board of Directors of GLAAM, in accordance with the "PROCEDURES FOR ELECTION OF OFFICERS OF GREATER LOS ANGELES AREA MENSA" (also known as the "Election Procedures") as most recently adopted by the Board of Directors.
- B. Supervise the election of all Executive Officers at the Annual Installation Meeting, also in accordance with the Election Procedures. The Election Chairman or designee serves as the acting Chairman/ LocSec of GLAAM, as provided in Paragraph V-A-2 of the Election Procedures, during the period when the Executive Officer elections are being conducted.
- C. Preside over any Bylaws elections as directed by the Board, in accordance with Article XVIII of the GLAAM Bylaws.
- D. Report progress to the Board at the regularly scheduled meetings.

## **EXECUTIVE VICE CHAIRMAN**

- A. Assist the Chairman in the exercise of executive duties, and function and perform in her place in case of absence.
- B. Perform such other tasks as the Chairman may direct.

## **FINANCE COMMITTEE**

- A. Assist the GLAAM Treasurer and Board of Directors as appropriate with establishing and maintaining a set of long-term financial goals for Greater Los Angeles Area Mensa.
- B. Periodically review GLAAM's incomes and expenditures, and make recommendations to the Board of Directors on ways to raise funds and/or cut expenses.
- C. Evaluate specific proposals for fund-raising and/or expense-cutting.
- D. Provide guidance to the GLAAM Treasurer during budget preparation, to include recommendations of which expenses should be reduced or eliminated in order to meet GLAAM's financial goals.
- E. Assist the GLAAM Treasurer as needed with financial reporting, including guidance on content and formatting of any non-statutory reports, and also including the provision of regular updates on funds or programs managed by volunteers other than the GLAAM Treasurer.
- F. Consider and report on any matters referred to the Finance Committee by the GLAAM Board of Directors, as to investments, newsletter expenses (including the need for any page limits), or any other issues materially affecting GLAAM's financial position.

The GLAAM Treasurer shall be an *ex officio* member of the Finance Committee, along with the RG Treasurer and the managers of any other Funds constituting GLAAM's Consolidated Ledger.

## **GIFTED YOUTH COMMITTEE**

### Definition

The Gifted Youth (GY) Committee coordinates, promotes, and runs activities for young Mensa members and for children of adult Mensa members. When a GY member reaches the age of 18, American Mensa (AM) continues the remaining dues for that member into the category of adult membership.

### Background Check (BC)

Anyone who wants to be a leader on the GY Committee must take and pass the Background Check available through AM, along with any other requirements for GY leadership. AM contacts the LocSec, who contacts the GYC, for their approval of the candidate. Anyone active in a GY leadership role must take the BC every three years.

### Leadership for Gifted Youth Committee

Gifted Youth Coordinator (GYC) is the chairperson of the GY Committee. The GYC must pass the BC.

Responsibilities include:

- Keeping and updating a membership list of GY members and children of members. AM provides a monthly list that includes new members and deletes lapsed members.
- Using the membership list to send announcements to the emails on the list, which may include:
  - national items such as Scholarship deadlines, Honor Society, or contests
  - local chapter items such as the RG Kids Track or GLAAM Picnics
  - youth-specific activities such as youth house parties or outings
  - and other activities or information

- Training and guiding other GY leaders to create effective activities.
- Responding to emails or phone calls from parents interested in the GY program for their child.

Responses can include:

- tell them to read the GY section of the American Mensa pages at: [www.us.mensa.org/learn/gifted-youth/](http://www.us.mensa.org/learn/gifted-youth/)
- on that site under "Other Resources", tell them to sign up for the Bright Kids Chat group, which is for parents, teachers, and other interested people to ask each other questions about the welfare of bright children

--mention an information site called [www.hoagiesgifted.org](http://www.hoagiesgifted.org)

--talk about upcoming chapter activities such as the picnics which are open, the RGs and AGs, and other activities

--assure them that they are not the only parents dealing with an exceptionally bright child

- Sometimes the GYC gets a call from someone interested in Mensa itself, instead of in the GY program. Be cordial, answer what questions you can, and tell them who else they can call if you cannot answer
- Questions can go to the Gifted Youth and Leadership Coordinator for AM, currently (2017) Jamie Uphold at [JamieU@AmericanMensa.org](mailto:JamieU@AmericanMensa.org)

Assistant GYCs (members of Mensa) and Parent Volunteers (Non-Mensa parents of Mensa GY members) report to the GYC. They must pass the BC. Responsibilities include:

- Organizing and running at least 3 GY activities per year.
- Sending announcements about upcoming activities they are planning
- Keeping track of names of attendees
- Writing a short article for the chapter newsletter after the activity, including first names of GY attendees. Pictures of attendees may be added if the face of the GY is not shown in the picture or if the Leader has written permission from the parent or guardian to allow publishing of their GY.
- During an activity, there must be at least one other adult to supervise the activity. Only one adult needs to have passed the BC.
- Activity Leaders will not allow a GY to be dropped off for an activity with no parent or guardian there unless for space or some other consideration they have announced it ahead of time, in which case permission slips should be signed by the parent or guardian.

Forms for GY leaders may be found at: [www.us.mensa.org/lead/forms1/](http://www.us.mensa.org/lead/forms1/) including:

- Background Authorization Check (GYC and Asst GYC)
- Background Check Authorization (Parent Volunteers)
- GYC: Gifted Youth Photo Release
- GYC: Gifted Youth Program Mini-Grant Application
- GYC: Gifted Youth Program Mini-Grant Report Form
- GYC: Permission Form for Minors
- GYC: Safety Essentials Handout
- Junior Mensa Honor Society Application
- Materials Request Form
- Mensa Honor Society Application
- Mensa Honor Society Renewal Application

Information and forms for The Mensa Foundation College Scholarship Program can be found at: <http://www.mensafoundation.org/what-we-do/scholarships/>

## **HISTORIAN**

### **MEMBER-AT-LARGE**

- A. Represent the interests of the entire membership of the GLAAM.
- B. Promote recruiting and membership activities in GLAAM.
- C. Perform other duties as requested by the Board. (Many Members-at-large act as Committee Coordinators and perform other duties. It is the sense of these guidelines that Members-at-large should accept appointments to specific functions as part of their commitment to the Board. [Guidelines])

### **MEMBERSHIP OUTREACH COMMITTEE**

### **MENSAPHONE COORDINATOR**

The Mensaphone Coordinator should:

1. Check the Mensaphone frequently to see if there are any messages.
2. Research the answer to any questions that arise in messages, and respond within 48 hours if possible.
3. Periodically, make sure the phone is working properly: call the number, listen to the outgoing message, leave a test message in response, and ensure that the test message can be received.
4. Periodically, check all the places (if any) where the phone number is published, to ensure that the listings are correct and complete.

## **NEWSLETTER EDITOR**

The Newsletter Editors are responsible for assembling, editing, and laying out the official GLAAM newsletter, for proofreading it, and for delivering the finished copy to the Circulation Manager in time to be printed and distributed, and to be posted online, by the first of the month.

A. PREPARE for publication a monthly newsletter in accordance with American Mensa's Editors Handbook, Rev. November 2003 (or most recent revision), and the EDITORIAL GUIDELINES FOR GLAAM NEWSLETTER dated 6/30/2007 (or most recent version).

B. PROCESS: As of 2015, two editors divide the work formerly done by one editor, making the task more manageable. One editor receives all submissions, edits them and makes decisions about what to include each month, then sends all to a second editor who lays out the newsletter, creates the table of contents, and submits it to the first editor and Circulation Manager for proof reading. After a round of corrections, the second, layout editor creates both a black and white and a color version of the newsletter, which is sent to the Circulation Manager.

C. CONTENTS

I. According to the Editors Handbook, the newsletter is required to include:

- a) USPS Requirements
- b) A calendar listing of the group's activities
- c) Election information
- d) Referenda and bylaws proposals
- e) Treasurer's Reports (Currently, the semi-annual financial report submitted by the treasurer)
- f) Ombudsman's official comments and findings
- g) Optional Content includes RVC, LocSec, and other officer reports, Committee names and contact information, editorial policy, letters to the editor, member profiles/birthdays, activity reports, puzzles, articles, poetry, cartoons, and reprints from other newsletters.

II. In addition to the recommendations of the Editors Handbook, the following is also considered appropriate for the newsletter:

- a) Announcements for special events such as the AG, GLAAM's RG, picnics, Hollywood Bowl concerts, Open Forums, etc., and –as a courtesy – for other area's RGs.
- b) Announcements from Board
- c) Ads from members

D. Via email or in person, one of the editors reports progress to the Board at the regularly scheduled meetings.

E. Coordinate with LocSec to enter the American Mensa newsletter contest (currently ACE Social Media).

## **OMBUDSMAN**

- A. The Ombudsman may express opinions, settle disputes, and promote the general welfare of GLAAM, in accordance with Article VIII of the Bylaws.

**PROGRAM CHAIRMAN**

**PUBLIC RELATIONS COORDINATOR**

**REGIONAL GATHERING (RG) COMMITTEE**

**SCHOLARSHIP COMMITTEE**

**SECRETARY**

- A. Send draft Agenda to all Board members and other officers between 7-10 calendar days before each Board meeting.
1. General format of the Agenda should remain consistent with recent practice, except when specifically changed by the Board.
  2. All items of Unfinished Business should be included which are expected to be in order during the meeting. Each entry should include a reference to the Board member or other officer who currently has primary responsibility for that item, and a brief summary of the current status of the item. Items should be listed in the order in which they were originally introduced.
  3. All items of New Business shall be included which are submitted by Board members at least 10 calendar days before the meeting, per Paragraph XIII-C-5 of the GLAAM Bylaws. Items also shall be included if submitted by petition of at least 25 members at least 15 calendar days before the meeting, also per Paragraph XIII-C-5 of the GLAAM Bylaws. The Secretary shall have discretion to either include or exclude any New Business items requested by other officers prior to circulation of the draft Agenda.
  4. All officer reports submitted in advance shall be included as appendices in the draft Agenda.
  5. Preferred method of Agenda distribution is by electronic-mail list comprising all current GLAAM officers, and any other GLAAM members who express interest in receiving such notices, per Motion #2016-025.
- B. Take and keep as permanent record the Minutes of all meetings of the Board of Directors and the GLAAM Membership.
1. Robert's Rules of Order states (11<sup>th</sup> Ed., p.468, ll.16-18) that "the minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members." However, it has been found useful within the history of GLAAM for the official record to include the key reasons offered by Board members either for or against any given proposal, both as an aid in evaluating the performance and wisdom of specific Board members, and also to help inform any subsequent deliberations as to whether some given action should be modified or repealed. It is therefore customarily left up to the Secretary's editorial judgment as to how much detail of any discussion should be included in the Minutes, subject to override by the full Board.
  2. Each set of Minutes once duly approved by the full assembly shall be sent to the Webmaster for permanent posting on the GLAAM website.
  3. The outgoing Secretary shall take the Minutes of the entire May Board meeting at which the new Secretary is elected, per Paragraph VI-D-4 of the GLAAM Bylaws.
  4. First draft of each set of Board Minutes should be circulated to attendees at earliest practical opportunity, in order to maximize everyone's freshness of recollection.
  5. Procedure for the Annual Business Meeting of the GLAAM Membership is specified in Standing Rule 25.
  6. The Secretary shall include in the permanent record the Minutes of any committee meetings as submitted.
- C. Prepare a shorter summary of each Board meeting, to be known as the 'Mini-Minutes', and send it to the Editor as quickly as practical for publication in the next available issue of the GLAAM newsletter. The 'Mini-Minutes' should include a precis of each main motion of Unfinished or New Business addressed

by the Board, along with those report items which in your judgment as Secretary are likely to be of the greatest interest to the general membership. Length of the document should fall within recent practice or the Editor's specifications.

- D. In the absence of the Chairman, Executive Vice-Chairman, & Administrative Vice-Chairman, call to order the meetings of the Board of Directors and the GLAAM Membership, and immediately conduct an election of a Chairman *pro tem*, who shall assume control of the meeting from that point, per Robert's Rules, 11<sup>th</sup> ed., p.459, ll.29-31.
- E. Arrange for the updating when applicable of the information packet for Board members known as the 'Board Members Handbook', and arrange for the redistribution of the packets to incoming Board members, per Standing Rule 2. The packet should contain, at a minimum:
  - 1. Current bylaws
  - 2. List of standing rules and actions-in-effect
  - 3. Letter of welcome including a list of duties and responsibilities of Board members
- F. Assist the Chairman in official correspondence as requested.
- G. Maintain custody of the corporate records and of the Seal of the Corporation, and see that the Seal is affixed to all official documents, per Paragraph VI-D-4 of the GLAAM Bylaws.
- H. Pass the Corporate Seal and all physical records of the Secretary from the current term (and any prior terms) to the incoming Secretary at the start of the new term.

#### **SIG (SPECIAL INTEREST GROUPS) COORDINATOR**

GLAAM's SIG Coordinator promotes new and existing local group SIGs, and supports each individual SIG's host's efforts to run his or her SIG successfully.

The SIG Coordinator should be aware of existing SIGs within GLAAM, and should know their hosts and how often they meet, and should encourage those hosts with ideas for promoting their SIGs and for reaching out to potential new members.

The SIG Coordinator should be available to members who express interest in starting new SIGs, and should be able to guide those members and answer their questions.

Coordinators of existing SIGs and members who want to start new a SIG will typically want to know:

- ... what the rules are for how to create a SIG. (Answer: GLAAM's SIGs are created by simply announcing that they exist, that is, by putting notices of their existence on GLAAM's website and in its newsletter. GLAAM SIGs should be open to all Mensa members, and although they can target a specific age group or other subgroup within Mensa, they cannot exclude Mensa members outside of that subgroup from participating. GLAAM SIGs may not exist which encourage illegal activities.)
- ... how to find other members who share their interests. (Answer: hosts or prospective hosts should write a letter to the newsletter editor, or an article for publication in the newsletter, and should post to social media or ask GLAAM's Social Media Coordinator to do so, and work with GLAAM's Data Officer to find and contact members with specific Personal Data Questionnaire (PDQ) responses.)
- ... whether a similar SIG already exists. (Answer: GLAAM's SIG Coordinator should be aware not only of SIGs in the local group, but also SIGs in neighboring chapters and at the national level. GLAAM's SIG Coordinator should be generally familiar with the national SIG listing at <http://www.us.mensa.org/connect/sigs/sig-listing/>.)
- ... how to promote/advertise the SIG's activities. (Answer: Encourage SIG hosts to write about their activities in newsletter articles and on GLAAM's social media outlets. Contact members individually based on specific PDQ data from GLAAM's Data Officer. Additionally, the SIG Coordinator should work with the LocSec to send chapter-wide email blast announcements when it is appropriate to do so.)

... how to add SIG events to the GLAAM Calendar. (Answer: Instructions for doing so are in the L.A. Mentary at the top of each monthly calendar listing.)

**SIGHT (SERVICE OF INFORMATION, GUIDANCE, AND HOSPITALITY TO TRAVELERS) COORDINATOR**

- A. Maintain a file of homes and/or hosts/hostesses who are available to provide hospitality to visiting Ms. The level of hospitality, from full room and board to just a phone number to inquire about local activities, is determined by the individual host/hostess with the approval of the SIGHT coordinator.
- B. Make this service available to visiting Ms who are vacationing or are otherwise on their own.
- C. Screen all prospective guests and match them with appropriate hosts. Consult on questionable applicants with the National Office and the national offices of other countries.
- D. Provide three levels of service:
  - 1. Housing to visiting Ms on vacation.
  - 2. Information on local events to visiting Ms.
  - 3. Tours of local attractions and events.

**SOCIAL MEDIA COORDINATOR**

**SPECIAL EVENTS COORDINATOR**

**TESTING COORDINATOR**

- A. Recruit GLAAM members to serve as proctors.
- B. Assist prospective proctors as appropriate in the completion of their certification process, in accordance with the standards set at the national level.
- C. Arrange for proctored tests to be conducted as regularly as possible, and for each test to be supervised by a certified proctor.
- D. Arrange for publication of the time and location of proctored tests, through the Calendar Editor (for the GLAAM newsletter) and the Public Relations Coordinator (for other local media).
- E. Submit expense reports to the GLAAM Treasurer, during or shortly after the fiscal year (ending April 30) in which the expenses are incurred.

**TREASURER**

According to Paragraph VI-D-5 of the GLAAM Bylaws, the Treasurer “[s]hall act as [the] financial officer of GLAAM.” As such, there are various duties which need to be performed on a periodic basis, some specified in the same Paragraph VI-D-5, others added in the course of our chapter’s recent history. They are all organized here according to when they need to be performed:

A) Immediately after initial election

- 1) Go to the bank with existing check signers as available to be added as a signer for the GLAAM-General and RG bank accounts. Take with you a certified copy of the Board Minutes documenting your election as Treasurer, to be presented to the bank upon request.
- 2) Consult with the immediate previous Treasurer to obtain copies of the General Ledger, any relevant handbooks, and any other financial records or support material, and to obtain training on specific internal procedures as may be needed.

- 3) Arrange to be added to the electronic-mail list which is in place for members of the Finance Committee, because the Treasurer is an *ex officio* member of the Finance Committee, as are the managers of all other GLAAM Funds.

B) Daily/Weekly as applicable

- 1) Receive all monies intended for the GLAAM General Fund and deposit them in the GLAAM-General bank account. The RG Treasurer has the primary responsibility for depositing RG-related monies into the RG bank account.
- 2) Record all monetary receipts and deposits related to the General Fund in the GLAAM General Ledger.

C) Monthly

- 1) Upon availability of the electronic bank statement for the GLAAM-General account (usually during the third week of the month), and after all other exact figures for the preceding month are in, download the bank statement, use it to update the General Ledger as applicable, and prepare a bank reconciliation for the account as of the end of the previous calendar month.
- 2) Collect the ledger updates from the RG Treasurer and any other Fund managers (asking for help from the Finance Committee in case of any delay), and combine all records into a single Consolidated Ledger for the chapter.
- 3) Prepare a consolidated Income-Expense Statement and matching Balance Sheet, covering the period from the beginning of the fiscal year to the end of the previous calendar month, in accordance with the Generally Accepted Accounting Principles (GAAP), and preferably showing year-to-date account variances with the current GLAAM budget.
  - a) Post the completed statements to the electronic-mail list (currently known as the “CC’s list”) which is in place for all current and recent GLAAM officers.
  - b) Post the bank statements, matching internal ledgers, and any other supporting records to the electronic-mail list which is in place for members of the Finance Committee. Paragraph VI-D-5 of the Bylaws requires this to be done “at least quarterly”, but current practice is to do it on a monthly basis.
  - c) Make any and all financial records available to other GLAAM members as requested.
- 4) Issue checks for the newsletter bill (usually arriving by electronic mail during the fourth week of the month) and other Accounts Payable, updating the General Ledger as applicable.
- 5) Check the GLAAM mailbox (preferably during the week before the Board meeting, in order to be able to provide the Board with the latest information), remove all contents, and distribute or otherwise process the contents as applicable, unless this task has been delegated to some other volunteer.
- 6) Present a report at each Board Meeting (usually conducted on the first Saturday of the month) of any recent actions, transactions, and trends which in your judgment as Treasurer should receive the Board’s attention, and be prepared to answer any questions which may arise from the report.

D) Semi-Annually

- 1) Submit the mid-year and year-end Income-Expense Statement and Balance Sheet to the Newsletter Editor for publication in the nearest available issues, in accordance with Paragraph VI-D-5 of the Bylaws.

E) Annually

- 1) After the consolidated March financials have been closed, but before April 30, prepare a separate set of financial statements covering the period from April 1 of the previous year to the recent March 31,

which is the fiscal year of American Mensa. Apply the applicable totals from these statements to the report form provided electronically by the Controller of American Mensa. Failure to provide this information to national in advance of their deadline could result in a suspension of their monthly subsidies, which are GLAAM's primary source of income.

2) In accordance with Paragraph VI-D-5 of the Bylaws, "provide for an annual review of the books and records, to be conducted during the month that the executive officers take office, and by an individual or agency other than the Treasurer, or anyone else involved with collection or disbursement of money during the period being reviewed."

a) The executive officers currently take office in May, which is directly after the close of the fiscal year on April 30, as defined in Section II-B of the Bylaws.

b) Submitting the year-end Financial Statements and any necessary supporting records to an outside accountant, for preparation of our annual tax returns, has been defined by Motion #2016-121 as constituting the external "annual review" as required under the Bylaws.

3) Prepare a draft budget for consideration by the Board during its June meeting, displaying the actual totals of all income-expense accounts for at least the one most recent year, but possibly two or three.

#### F) Biennially

1) Fill out and file the required Statement of Information (Form SI-100) for the GLAAM corporation with the office of the California Secretary of State, by December 8 of each odd-numbered year or within the preceding five months, whether or not a filing notice comes to the GLAAM mailbox. Failure to file this form and pay the required filing fee on time can result in penalties being assessed or GLAAM's corporate status being suspended.

#### G) After election of a successor Treasurer

1) Complete the monthly financials for April to close the preceding fiscal year, working with the successor Treasurer as available to provide training in the process.

2) Provide to the successor Treasurer copies of the General Ledger, any relevant handbooks, and any other financial records or support material, and provide additional training on specific internal procedures as may be needed.

#### **WEBMASTER**

\* Maintain, update, and enhance as necessary the GLAAM website, in accordance with the separate Webmaster Guidelines document and as otherwise directed by the GLAAM Board of Directors, and autonomously as necessary for GLAAM, associated chapters, American Mensa, and Mensa International;

\* Coordinate with the RG Committee to ensure timely and accurate communications regarding the Regional Gathering;

\* Communicate as necessary with American Mensa and Mensa International regarding domain name, email alias, Web hosting, and other matters that may arise;

\* Receive and respond as necessary to inquiries at a designated email address from Mensa members and the general public at a designated email address;

\* Post newsletter updates on the GLAAM website in a timely fashion;

\* Perform other duties as may be assigned by the Board of Directors.

#### **YOUNG M COORDINATOR**