

# **Bylaws of Mensa International**

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**Mensa International**

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# 1. Preamble

These Bylaws make up the body of rules that the International Board of Directors has established and which, together with the Constitution of Mensa, shall govern the international organisation Mensa as well as all national Mensa groups.

In case of discrepancy between the Bylaws and the Constitution, the Constitution always take precedence. In case of discrepancy between the Bylaws and other governing documents not issued by the IBD, the Bylaws take precedence. The one exception is when national law conflicts with any provision, as national law always takes precedence.

The Bylaws can be amended by the IBD and only by the IBD.

More specific rules, guidelines and procedures may be issued by the Executive Committee in a subdocument.

## **1.1 MENSA INTERNATIONAL USES ENGLISH**

English is the official language of Mensa International.

**Motion: 16-21**

## **1.2 ORIGINAL VERSION OVERRIDES TRANSLATIONS**

In case of discrepancy between an original policy document and its translation, the original document always takes precedence.

**Motion: 14-19**

## **1.3 ENGLISH FOR OFFICIAL TEXTS**

Official texts and documents for and by officers of Mensa International must be written in English, and there is no obligation on the part of Mensa International to translate them otherwise. Notwithstanding, materials used for PR purposes, including the public website of Mensa International, need not be limited to the English language.

**Motion: 14-18**

## **1.4 DEFINITION OF “NATIONAL MENSA”**

As used in the Constitution of Mensa and these Bylaws, the term “national Mensa” with a small “n” at the start of “national” means “any recognized national Mensa group, including Full National Mensas and Provisional National Mensas”.

**Motion: 11-13, 23-07**

## **1.5 DEFINITION OF “CONSTITUTION”**

As used in Mensa’s governing documents, the term “national constitution” (with a small “n” and a small “c”) shall mean the governing document of a national Mensa, and the term “Constitution” (with a capital “C”) shall mean the Constitution of Mensa.

**Motion: 12-21**

## **1.6 DEFINITIONS OF “POSTAL BALLOT” & “MAIL BALLOT”**

As used in the Constitution of Mensa and these Bylaws, the term “postal ballot” shall mean a paper ballot distributed via the post office, and the term “mail ballot” shall mean a ballot distributed via the post office or via electronic mail or via another method that allows participation by all members regardless of their physical location.

**Motion: 12-25**

## **1.7 MINOR AMENDMENTS**

The IBD authorizes ExComm to make the following types of changes to the Bylaws without the need for the IBD to pass a motion:

1. Renumbering or reordering of paragraphs within chapters.
2. Corrections of unambiguous misspellings or errors of grammar.
3. Errors of formatting such as missing or superfluous line breaks, tabulations, spaces and the like.

Changes of this nature, that have no policy effect whatsoever, will take effect two weeks after they are announced to the IBD, and outlined in detail. Larger changes than this can only be made by the IBD.

**Motion: 23-10**

## **2. Conduct and Ethics**

### **2.1 PREJUDICIAL TREATMENT IS ANATHEMA TO MENSA**

Mensa remains committed to being a worldwide organization encompassing peoples of all ethnicities, genders, religions, cultures, political backgrounds and personal viewpoints. In light of that, the IBD again affirms to the membership that any form of prejudicial treatment is anathema to our organization.

**Motion: 89-23, 20-14**

### **2.2 CODE OF CONDUCT FOR INTERNATIONAL OFFICERS**

This Code has been written to help directors - that is, members of the IBD - and elected and appointed officers of the International Society meet high standards of conduct and ethics. The Code provides guidance and lays down the standards that the Society expects of those who represent it officially in any capacity.

This Code of Conduct does not replace any obligations or duties imposed under the Constitution of Mensa or any laws that bind the Society and its representatives.

#### **The purpose of the Code**

A fundamental aim of the Code is to increase the awareness of directors and officers of their responsibilities in order to protect the good name of the Society, its members and employees. To further this aim, all directors and officers are required to adhere to the Code of Conduct. A high standard of conduct will be expected and those who breach the Code may be subject to the disciplinary procedures of the Society.

#### **The Code of Conduct**

A director shall:

1. Exercise leadership and judgment in directing the Society so as to achieve its continuing prosperity, acting in the best interests of the Society at all times.
2. Act with due diligence in all Society matters, performing functions

- and responsibilities to the best of the officer/director's ability.
3. Serve the legitimate interests of the members of the Society as a whole.
  4. Exercise responsibilities to members, employees, suppliers and others, including the wider community.
  5. Comply with relevant laws, regulations and Codes of practice, and honour obligations and commitments.
  6. At all times have a duty to respect the truth and act honestly in Society matters and in the exercise of all responsibilities as a director or elected or appointed officer.
  7. Strive to increase the efficiency and effectiveness of IBD by being properly prepared for meetings, reading pre-circulated documentation and participating in discussions.
  8. Avoid conflict between personal interests, or the interests of any associated company or person, and duties to the Society, and declare such conflicts to the IBD.
  9. Not make improper use of information acquired as a director or officer or disclose, or allow to be disclosed, information confidential to the Society.
  10. Not recklessly or maliciously injure the reputation of another member of the IBD, officer, member or employee of Mensa and not engage in any practice detrimental to the reputation and interests of the Society.
  11. Respect and show sensitivity to the different social and cultural customs of other directors, officers, members and employees, demonstrating consideration and restraint in dealing with them at all times, insofar as not contradictory to UN declaration of human rights.
  12. Bring matters that affect the efficient running of the organization to the attention of IBD/ExComm at the earliest opportunity.
  13. Set high personal standards and keep aware of and adhere to this Code, both in the spirit and in the letter.

## **Complaints and Disciplinary Actions**

1. Formal complaints against IBD members, officers and appointees are not to be brought before the IBD in open session but shall be filed with the International Ombudsman, who shall investigate the complaint in as confidential a manner as possible. If the complaint involves the Ombudsman, it shall instead be filed with the most recent Past Chairman not currently serving in any voting position on the IBD. On receipt of the complaint, the Ombudsman (or Past Chairman where appropriate) shall notify the involved individual(s), and the International Chairman, of the details of the complaint and the person(s) complaining. Upon finalizing a formal finding regarding the validity or invalidity of the complaint, or ruling that it cannot be substantiated, the Ombudsman (or Past Chairman where appropriate) shall notify the parties involved and the International Chairman of the findings or ruling regarding the complaint. If the complaint involves the International Chairman, the notifications referred to in this clause shall be made to the Director of Administration.
2. Should two or more IBD members, officers or appointees have grounds for dispute between themselves, such dispute, along with all complainants' agreements to submit to binding resolution, may be filed with the International Ombudsman or, where the dispute involves the Ombudsman, with the most recent Past Chairman not currently serving in any voting position on the IBD, who shall investigate the complaint in as confidential a manner as possible, and shall issue a formal finding regarding the dispute.
3. Any findings issued by the Ombudsman or Past Chairman under clauses 1 and 2 above shall be considered final and binding on all parties involved, except that such findings may be overridden by a vote of two-thirds of the full IBD.
4. Failure to cooperate in an investigation by the Ombudsman or the Past Chairman may result in sanctions being imposed by the IBD as stated in clause 6 below.
5. Any formal complaint against the Ombudsman or the Past Chairman regarding actions taken under this Code shall be filed

with the International Chairman, who shall deal with the complaint as set out in clause 1.

6. IBD members who fail either to participate in all formal meetings or to appoint a proxy, without the permission of the International Chairman, or who present continued disruption during discussions, may be formally warned by the International Chairman that they are subject to possible sanction by the IBD. Upon continuation of improper behaviour, and subject to a majority vote of the IBD present and voting, sanctions may be imposed against the member that may include suspension of discussion and/or voting privileges, suspension of reimbursement of expenses, suspension from the IBD e-mail list, and/or suspension of the right to be seated at the table at IBD meetings. In the case of a member who has been suspended from the e-mail list or from attendance at the table at IBD meetings, the Board of Directors of the relevant national Mensa shall be permitted to nominate another member to carry out the duties of the sanctioned member. The nature and term of the sanction shall be determined by the full IBD.

**Motion: 04-23, 09-05, 22-38**

## **2.3 CODE OF ETHICS FOR MENSA VOLUNTEERS**

Mensa is an almost completely volunteer-based organization. Thousands of members work passionately on a regular basis or on certain occasions to make the worldwide network of highly gifted people a reality, and to make membership worthwhile. Mensa is grateful to all volunteers who donate their time and bring in their expertise to help our society. However, to clarify the rights, responsibilities and duties of Mensa volunteers, the IBD sets the following Code of Ethics as a guideline.

In the following, Mensa Organization should be read to mean the national Mensa that appointed the volunteer, or Mensa International in the case of international level volunteers.

1. The invaluable work of volunteers is the basis for a living Mensa community. Volunteers work for Mensa because they want to do something meaningful, not because they want to earn money or receive any tangible benefit. The reward for volunteer work is the appreciation of Mensa and the smiles of happy members saying

“Thank you”.

2. Volunteers make a commitment to work for a certain task within Mensa. They are officially appointed according to the rules and regulations of their Mensa organization.
3. If a volunteer is no longer capable of performing the duties involved with the position, the volunteer should resign so that another member can take over. It is never considered a failure should a volunteer decide to discontinue personal involvement for whatever reason.
4. Volunteers communicate openly and honestly. They give feedback to the Mensa officers that are responsible for them. They accept feedback and guidance. They follow the rules and decisions concerning their volunteer work.
5. Volunteers may be reimbursed for any cost in connection with their assigned tasks according to the rules and regulations that have been set by their Mensa organization. There is no additional financial or other compensation unless beforehand agreed between the volunteer and that Mensa organization.
6. Volunteers keep Mensa and their personal and professional interests apart. They do not use their volunteer position to gain any professional or commercial advantage unless granted and regulated by their Mensa organization, except for the very valuable experience and transferable skills they may gain in the course of their volunteer duties. Each volunteer shall disclose to the Board of their Mensa organization any potential conflict of interest between their duties as a volunteer and their personal life.

**Motion: 13-01, 22-39**

## **2.4 OPINIONS OF MENSA**

1. Mensa as an organization has one implicit opinion, namely that its own goals, which are defined in the Mensa constitution, are good and worth pursuing. The National Mensas are encouraged to advance these goals.
2. Mensa shall have no aim besides those mentioned in its

constitution. On any topic that is not covered by the Mensa constitution, Mensa as an organization shall not express an opinion as being that of Mensa.

**Motion: 21-04**

## **2.5 CONFLICTS OF INTEREST**

1. Every international-level Mensa volunteer, whether an officer, a NatRep, a proxy, an appointee, or a member of a committee, must inform the IBD of any real or potential conflict of interest, financial or otherwise as soon as the person becomes aware of the conflict of interest.

Appointees and committee members must not take part in discussions or decisions that may conflict with their other interests. IBD members must reveal any potential conflict of interest regardless of a discussion on the subject taking place in an IBD meeting.

Mensa International must refrain from forming business relationships to achieve commercial, financial, professional, or reputational goals with:

1. any international-level volunteer.
  2. any entity in which an international-level volunteer or members of their immediate family (spouse, siblings, parents, or other dependents) have a stake.
  3. any firm, partnership, organisation, or corporation owned in part or in full by any international-level volunteer or their immediate family.
  4. any third party with which a real or potential conflict of interest exists.
2. Exceptions to bylaw 2.5.1 may be considered only after the following conditions are all met:
    1. Real or potential conflicts of interest have been communicated to the entire IBD before a business relationship with an affected party is discussed.
    2. There is a clear, quantifiable benefit to Mensa International, where

the advantages of doing business with the covered entity outweigh all reasonable alternatives.

3. The business relationship was negotiated by Mensa International by bona fide arm's-length dealing.
4. The individuals concerned have not taken any direct part in the decision-making process, in both IBD discussions, as well as vote.

The minutes of the meeting in which the business relationship is authorised fully disclose the following:

- a. authorisation of such business relationships.
- b. the circumstances and the nature of the conflict(s) or financial benefit(s).
- c. the individual(s) concerned.
- d. the clear benefit and risks to Mensa International.
- e. the bona fide arm's-length dealing.
- f. the non-participation in any and all discussion(s) and vote(s) on the business relationship by the individual(s) concerned.
- g. any other offers considered.

Bylaw 2.5 covers the entire period during which the individual(s) holds any international-level volunteer position and six months afterward.

Failure to abide to bylaw 2.5, by omission or negligence may be considered an act inimical.

**Motion: 25-32**

## 3. Standing Orders for the IBD

The Standing Orders for the International Board of Directors (IBD or “the Board”) regulate how the Board is to conduct its business, both at meetings and throughout the year. They cover all aspects of IBD regulation, including membership, meeting procedures, communication and expenses.

### 3.1 IBD MEMBERSHIP

1. **Regular members.** The regular members of the IBD are the National Representatives (NatReps) and the International Elected Officers, with right to speak and vote, with the number of votes allotted to them by the Constitution.
2. **NatRep appointment.** Appointment and dismissal of NatReps, other than the Chair, shall be the responsibility of the respective national Mensa (NM) committees.
3. **NatRep limitation.** The number of NatReps on the IBD from any single NM shall be limited to the strict minimum, allowing extra NatReps only when required by the number of votes carried by the NM.
4. **Proxy.** A permanent proxy is a member appointed by a NatRep to serve as member of the IBD, with all accompanying rights and obligations, for an extended period of time.
5. **Temporary proxy.** A temporary proxy is a member who is appointed by a NatRep to speak and vote on his or her behalf for a limited time, such as a meeting or parts of a meeting. While representing a member of the IBD, a temporary proxy shall have all the rights and privileges of the member being represented.
6. **Proxy appointment.** Proxy appointments take effect when a written notice is submitted to the Executive Director.
7. **Honorary members.** The following are honorary members of the IBD:
  - a) The International Honorary President

- b) The International Supervisory Psychologist
- c) The International Ombudsman
- d) The Immediate Past International Chairman

They shall have the right to speak and may attend any IBD meeting.

- 8. **Good standing.** All members of the IBD, including proxies, must be members of Mensa in international good standing.

## 3.2 MEETINGS

### *A. Definition*

- 1. **Meeting.** A meeting is an event that is limited in time, during which the IBD may conduct business sessions to discuss and pass decisions as a body.
- 2. **Annual event.** An in-person IBD meeting is the main annual event for Mensa International, during which certain important decisions are expected to take place. This is a face-to-face meeting in a designated location.
- 3. **Timing.** The annual meeting is held typically over a weekend around mid or early October, unless special reasons motivate a later or earlier date. It is recommended to avoid major religious holidays to the extent practicable.
- 4. **Extra meetings.** IBD meetings may be held electronically using appropriate platforms for the purpose. These will normally last for a few hours.

### *B. Selection of host group*

- 1. **Two years ahead.** The IBD will decide the host NM that will arrange the IBD meeting two years in advance, and the decision should include the date and the place.
- 2. **Guidelines.** The Executive Committee (ExComm) shall maintain updated guidelines for the practical aspects of hosting an IBD meeting, and the necessary requirements for a bid to host the meeting. These guidelines shall be available for all members to read. ExComm shall review all bids against the necessary standards.

3. **Bidding.** Any NM intending to bid should seek initial guidance from the Executive Director. Bids for hosting IBD meetings will be accepted only from Full National Mensas (FNMs). Each bid must include an endorsement from the NM committee of the bidding FNM.
4. **Comparing bids.** When evaluating bids, besides the overall cost, aspects such as availability, ease of transport, meeting room facilities, and possibilities of PR for the host group should be taken into account.
5. **Change of plans.** In case of emergency, such as the planned meeting not being able to be held, the IBD may decide to change the specifics of the meeting, including designating a new host, or holding the entire meeting electronically instead.

### *C. Notice of meeting*

Notice of IBD meetings and a request for agenda items shall be published to all IBD members at least ninety days prior to each meeting.

### *D. Agenda*

1. **Publication deadline.** Agendas shall be prepared by the Executive Director and shall be posted along with all separate documents to all IBD members at least twenty-eight days before the meeting.
2. **Submission deadline.** Any IBD member who wishes to place an item on the agenda to be posted must give the Executive Director notice of this at least six weeks prior to the meeting.
3. **Late additions.** Late items may be added to the agenda, with the approval of the Chair.
4. **Completion requirement.** Meetings shall not be adjourned until all items on the agenda have been properly addressed. Items which have been postponed to the next meeting shall receive priority on the agenda of that meeting.

### *E. Minutes*

1. **Deadline for minutes.** The Director of Administration shall direct the preparation of the minutes of all IBD meetings, which are to be submitted to the IBD for approval no later than six weeks after the

meeting.

2. **Level of detail.** Meeting minutes shall cover all agenda items and contain the outcome of motions, as well as summaries of those discussions that were held in open session.
3. **Publication.** Approved minutes of all international meetings (IBD and ExComm) shall be published online with access limited to members.
4. **Mini-minutes.** Mini-minutes containing only the motions considered and the outcome (e.g. pass/fail but without vote count) shall be produced and be approved by ExComm within two weeks following the meeting. These shall also be published online with access limited to members.

### ***F. Extra Invitees***

1. **A non-IBD chairman.** At least one chairman of a Provisional National Mensa (PNM) or Emerging Mensa (EM) should be invited to attend, with expenses to be reimbursed in whole or part, depending upon the availability of funds.
2. **Additional invitees.** Expenses for the attendance of additional chairmen or international appointed officers may be reimbursed at ExComm's discretion.

### ***G. Meeting room***

The host group must coordinate with the Executive Director and the Chairman to make sure everything is in place for a successful business meeting. The meeting room should comfortably accommodate the full IBD and guests, and be equipped with all necessary audiovisual technology. The choice of seating arrangement (parliamentary, circular, etc.) must take into account the number of participants and the ability of all members to be seen and heard.

### ***H. Social activities***

There should be social activities arranged in connection with the in-person IBD meeting, as long as the business sessions are not thereby impeded. All IBD members present shall be invited to the main formal event, typically a gala dinner or equivalent.

## ***I. Extra IBD meetings***

1. **Decision.** The decision to hold an extra (online) IBD meeting can be made either by the IBD or by a majority of the full ExComm.
2. **Timing and notice.** When it is decided that an extra IBD meeting shall be held, the Chairman shall make the necessary arrangements for an online meeting to take place no sooner than two weeks and no later than six weeks after the decision. A notice of meeting shall be published within two days of the decision, along with a preliminary agenda that includes the reason for the extra meeting.

## **3.3 BUSINESS SESSIONS**

This section explains how IBD business sessions are conducted during meetings, both in-person and online. The main purpose of the session is for the IBD to be able to make formal and legally binding decisions through the passing of motions.

### ***A. The Presiding Chairman***

1. **Definition.** Throughout this chapter, unless otherwise specified, the word “Chairman” refers to the presiding chair of a business session, regardless of who is serving in that role.
2. **Substitute.** The International Chairman of Mensa will normally preside during session, failing which the International Director of Administration will do so. If neither is present or both wish to vacate the chair, the members present shall elect a temporary chairman from among their members.
3. **Responsibility.** The presiding Chairman is responsible for maintaining order and making sure all sessions start and end on time.
4. **The floor.** To address the IBD requires permission from the Chairman, and this is called “to have the floor”.
5. **Meeting mechanics.** The Chairman will inform the meeting of how to perform the basic operations, such as requesting to speak, voting and raising matters of priority. The mechanics of these actions will depend on the meeting equipment used.
6. **Speaker list.** The Chairman gives the floor to the person who will

speaking next, using the list of speakers. The Chairman may exercise some discretion to ensure a fair balance of speakers, and it is recommended that one and the same person does not speak too often on any single motion.

7. **Staying on topic.** During formal debate on motions, the Chairman is responsible for ensuring that all debaters stay on topic, since there can only be one motion discussed at a time.
8. **Ending discussion.** Discussion shall end when no more names remain on the list of speakers, or when a procedural motion to immediately end discussion is passed.
9. **Procedural rulings.** The Chairman will rule on procedural matters not covered by these Standing Orders. Rulings from the Chairman can be appealed to the IBD in the form of a procedural motion as a Point of Order.
10. **The Chairman must not debate.** The Chairman cannot, while presiding during a business session, simultaneously engage in debate on any motion. If the Chairman wishes to argue for or against a motion on the floor, the position of meeting Chairman must be temporarily vacated until the present motion is finished.

### ***B. Open and closed sessions***

1. Members of Mensa are welcome as spectators at all meetings of the IBD, provided that they do not interfere with the meeting and follow instructions by the Chairman.
2. Notwithstanding, when a meeting is in part or whole declared to be closed or “in camera”, only IBD members shall have the right to be present. No transmission of content outside of the meeting is allowed during a closed session, and there shall be no recordings made. The minutes shall only register the decisions made, not the discussions.
3. Closed session shall be used in the following cases:
  - a) matters in commercial confidence
  - b) challenges to the name or logo
  - c) matters involving lawsuits or litigation
  - d) sanctioning, censuring or disciplining of named individuals or

- groups
- e) granting or denying of DIM status to individual members
- f) appointments to staff posts or volunteer positions

To move a matter from open to closed session, or vice versa, requires an IBD decision.

## 3.4 MOTIONS

### *A. General*

1. The IBD acts as a body through the passing of motions.
2. There are three types of motions: *main motions*, *secondary motions* and *procedural motions*.
  - a) **A main motion** is an initiative from one or more IBD members that the IBD should, as a body, take a particular action within its authority under the Constitution.
  - b) **Secondary motions** address the *content* or *timing* of a main motion and can only be raised once debate has begun on a main motion; i.e. while a main motion is on the floor.
  - c) **Procedural motions** do not concern the main motion as such, but rather the *decision-making process* itself.

### *B. Mover and seconders*

1. For a motion to be presented to the IBD for debate and vote, it needs a *mover*, which is a person proposing the action. It also needs at least one *seconder*, which is another person who supports that the motion is put before the Board.
2. To second a motion does not require supporting the intention of the motion as such; only that it should be presented to the IBD.
3. All IBD members have the right to move and second, independent of their number of votes.
4. Motions moved by the Chairman do not require a seconder.

### ***C. Motion order***

1. **One motion at a time.** Mensa International follows a parliamentary practice where, during a session, there can only be one motion on the floor at any point in time. Debate on a motion must therefore end before a different motion can be debated.
2. **Order of motions.** If there are multiple mutually exclusive motions presented, or on the same business agenda, the final outcome may depend on the order in which the motions are handled. For example, if two motions with opposite effect are both passed, the last motion to be voted on will be the one to take effect, since it would nullify the one voted on before. In these cases, the Chairman will present the intended order by which they will be handled, and challenges to this order will be handled as a procedural motion.
3. **The motion belongs to the IBD.** Once a main motion has been put before the IBD, it is no longer the property of the mover but rather of the IBD, who will decide what will happen with the motion. At this point, the mover can neither change nor withdraw the motion without the IBD's consent.

### ***D. Main motions***

1. **Typical actions.** A main motion must propose that the IBD take action one way or other. These actions include but are not limited to
  - a) Adopting or changing policy, usually through amendments to these Bylaws.
  - b) Proposing amendments to the Constitution of Mensa by international referendum.
  - c) Appointing international officers, committees, working groups, etc., in accordance with the Bylaws.
  - d) Allocating money and other resources.
  - e) Ruling on matters of NM compliance.
  - f) Disciplinary actions.
  - g) Statements, including endorsements or rebuke.
  - h) Any other action not in contradiction to the Constitution or

these Bylaws.

2. **Unconstitutional motions.** A motion that contravenes the Constitution shall be declared unconstitutional by the Chairman and may not be put up for a vote.
3. **Contradictory motions.** A motion must not be voted on if it contradicts the Bylaws without also resolving the contradiction; e.g. by amending the existing bylaw.
4. **Format.** Main motions shall have the following format:
  - a) A unique identifying number combining the year and the ordinal number of the motion. This number will be assigned by the Executive Director.
  - b) A short descriptive title for easy identification.
  - c) The names of the mover and seconder.
  - d) The action to be taken, prefaced by “THAT:”.
  - e) An explanation, arguing why the motion is being proposed.
  - f) A financial impact, except in the case of appointment motions.
5. **Text version before a vote.** A main motion must be presented in writing for all present IBD members to read before it can be voted on.
6. **Taking effect.** Motions will take effect when the results of the motion are announced, unless the motion itself states a different effective date.

### **3.5 DEBATE PROTOCOL**

#### ***A. General***

1. **Debate is a right.** The IBD has the right to debate any main motion before it is put to a vote. The purpose of the debate is to help the IBD make an informed decision when it is time to vote.
2. **The motion on the floor.** The focus of a debate is the motion currently on the floor. The Chairman may interrupt speakers who deviate from the current topic. Open-ended discussion is a separate activity, not to be confused with the handling of formal motions.
3. **Reasons for speaking.** Speakers will request the floor to address

the IBD with one of the following intentions:

- a) To discuss the motion, including arguing for or against it, or asking questions.
- b) To move a secondary motion in order to change the content, structure or timing of the main motion.
- c) To move a procedural motion in order to address the debate and the decision-making process itself.

Once debate is over, a decision is made through a vote.

### ***B. Secondary motions***

1. **Pausing the main motion.** If a secondary motion is moved and seconded, it must be discussed and voted upon before debate on the original motion can be resumed. The previous discussion will be suspended and a new discussion begins, which ends when the secondary motion has been finalised.
2. **No interruptions.** Secondary motions cannot be interrupted by other secondary motions. Only after a secondary motion is finalised and debate resumes on the main motion can a different secondary motion be moved. It is not forbidden for members to announce their intention to later move a different secondary motion: it just cannot be handled before the current one is finished.
3. There are four secondary motions:
  - a) **Amendments.** An amendment is a change to the main motion text that happens after debate has opened on the main motion, but before voting has begun.

A motion to amend is a request that the IBD shall vote on as to whether the text of the motion currently being debated shall be changed in a particular way.

If passed, debate resumes on the amended main motion.

If failed, the main motion remains as it was and the debate continues where it was interrupted.

When an amendment motion passes, the original movers shall have the right, but not the obligation, to cede the status of mover and seconder of the

main motion to the persons who moved and seconded the amendment.

- b) **Division.** A motion to divide is similar to an amendment, but instead of only changing the wording of a text, it instead divides the main motion into a series of independent main motions. The motion to divide must specify how the main motion shall be divided.

If passed, what was one single motion will now be handled sequentially as a series of main motions.

- c) **Postpone.** (Lay on table.) Discussion regarding a main motion shall be suspended if a motion to postpone is passed. The motion to postpone should specify a *time* or *condition* for when the motion will be brought before the IBD again by the Chairman.
- d) **Refer.** A motion to refer is moved when the mover wants to seek advice regarding the main motion. The motion must specify both to whom the motion shall be referred, as well as a time or condition for when the person(s) or committee(s) whose advice is being sought shall respond to the IBD with their recommendation(s).

A motion to refer will, if passed, automatically postpone the main motion until such a response has been received.

### ***C. Friendly amendments***

1. **Definition.** A “friendly amendment” is a minor change to a main motion which harmonises with the intention of the same, that is adopted without a vote if no IBD member objects.
2. **Procedure.** When a friendly amendment is proposed, the Chairman will first ask the mover of the motion if they approve of the suggestion. If yes, the Chairman will next ask the IBD if anyone objects. The reason for this procedure is that, once a motion has been put before the IBD, it belongs to the IBD and may not be altered without IBD approval, even by the mover.
3. **Decision.** If nobody objects, the amendment is adopted without a vote. The amendment then takes effect immediately. If, however, even a single IBD member requests a vote, the proposal must

instead be handled as a regular motion to amend.

#### ***D. Procedural motions***

1. **Definition.** Procedural motions are matters of priority that allow for bypassing the speaker list and pausing the handling of a main or secondary motion. Procedural motions will be addressed expediently and, in most cases, without either debate or vote.
2. **Procedure.** To raise a matter of priority and bypass the list of speakers, a member should seek permission from the Chairman. This may be done using meeting equipment or by raising two hands instead of just one, or simply by calling out, “Point of order!”. Interrupting another member who has the floor and is speaking is a privilege normally reserved for the Chairman. Nonetheless, if a speaker is interrupted because of a procedural motion, the Chairman must decide on a case-by-case basis whether the interruption is acceptable or not.
3. The following procedural motions are meant as examples, as an exhaustive list is not feasible.
  - a) **Point of order.** This is an assertion during a meeting that the rules of procedure are being violated, requiring an immediate ruling by the Chairman, who shall handle the matter at hand before resuming the discussion that was interrupted.

For convenience, a point of order may also be raised for matters that require urgent attention from the Chairman, even if no rule is being violated, including practical issues, call for recess, lack of oxygen, etc.

- b) **Point of information.** This is a request for specific information when a member seeks clarification on a matter currently being discussed. A point of information must not be used for arguments or opinions.
- c) **Direct reply.** Any member may ask for a Direct Reply to address a specific statement or question from another member, provided that the reply is limited to 30 seconds and that it is used strictly for clarification or information, but not argument.
- d) **End of discussion (immediate vote).** Any IBD member may, at any time during debate, move that discussion be stopped.

The Chairman shall call a vote immediately and if the motion passes, discussion shall stop on the main or secondary motion currently on the floor, and a vote be held, regardless of whether there were people waiting to speak or not. Requires a seconder.

- e) **Close the speaker's list.** Any member may, at any time during debate, move that no more names be added to the list of speakers. The Chairman shall immediately put the motion to a vote, and if a majority supports the motion, no more names will be added and the discussion shall continue until everyone on the list has had a chance to speak. Requires a seconder.
- f) **Sense motions.** A sense motion is a way to ask for the general opinion of the IBD on simple questions relevant to the debate, but distinct from the actual motion on the floor, which shall only be voted on once, formally, after debate has ended.

Sense motions:

- i. carry no formal weight;
- ii. do not have to be presented in writing, but the question shall be noted in the meeting minutes, which will also show if the general opinion was favourable or not, or inconclusive;
- iii. shall not be discussed or amended but instead be voted on immediately, if seconded by an IBD member and accepted by the Chairman;
- iv. shall only be voted on through an informal show of hands, or electronically if the meeting equipment allows for quick voting, but not through acclamation or roll call or other ways that could be mistaken for a formal vote or slow down the meeting. No record of individual votes shall be made, nor is an exact vote count required for the minutes.

## 3.6 IBD ONLINE

### *A. Communication Channels*

- 1. **Delegation.** ExComm shall make available online communication channels for the international officers as outlined below.

2. **Types.** The types of channels used should include, but do not have to be limited to:
  - a) E-mail lists for sending out high-priority information to all.
  - b) Discussion forum with formal and informal threads.
  - c) Group chat for less formal instant messaging (optional).
3. **People.** The abovementioned channels shall be available to the following two overlapping sets of people:

#### **IBD Confidential**

- a) The members of the IBD
- b) The International Supervisory Psychologist
- c) The International Ombudsman
- d) The Executive Director and staff members granted access by the Executive Director, with approval from the Chairman

#### **IBD General**

- e) The members of the IBD
  - f) All officers appointed by either the IBD or ExComm
  - g) All committee chairmen appointed by the IBD or ExComm, and committee members
  - h) Chairmen of PNMs and EMs
  - i) International Honorary officers
  - j) The Executive Director (or most senior staff member) of each FNM with paid staff, upon request
4. **Confidentiality.** Due to the sensitive nature of some information, it is important to respect the private nature of channels designated as such. Material shared in a confidential channel must not be shared outside without permission, and doing so may constitute an act inimical to Mensa.
  5. **Retrospective access.** Records of past discussions, posts, messages, etc., in a channel should be accessible to new members who subsequently join said channel, to the extent that said records are stored on the platform.
  6. **Archives.** Communication on official IBD channels shall be

archived for posterity in a platform-independent way.

### ***B. Asynchronous online sessions***

1. **Definition.** An *asynchronous* session is an ongoing online activity where the IBD engages in decision-making processes over an extended period, accommodating diverse schedules and time zones. This is different from *synchronous* sessions, as described in these Standing Orders, whether these are in-person or online (e.g. via videoconference).
2. **IBD Open Session.** There shall be an ongoing, asynchronous business session online, where motions can be debated and decisions passed between physical meetings. Matters for closed session must be handled separately.
3. **Transparency.** Members should be able to view official business being conducted in the IBD Open Session, to the extent that it is practicable, and the channel used for the purpose should take transparency into account.
4. **Minutes.** All motions handled in online sessions shall be appended to the minutes of the next regular IBD meeting.

### ***C. Main motions online***

1. **General guideline.** Online sessions are in principle guided by the same procedural rules as regular meetings, with some differences stemming from the different time scales involved.
2. **Year-round decision making.** Motions can be debated and decided upon throughout the year in ongoing online sessions, allowing members to contribute their thoughts without needing direct permission from the Chairman.
3. **In parallel.** Two or more motions can be put before the IBD concurrently, as long as their outcomes are not mutually exclusive. Discussion on a motion may therefore happen in parallel with discussion on a different motion, as long as they are kept separate.
4. **Discussion and comments.** Each motion will be debated using the means and features of the designated communications channel,

until it is time to vote. This can range from mere text to more elaborate forms of communication.

5. **How to move.** To raise a main motion between meetings, a mover and a seconder must first submit their motion to ExComm, who will ensure that the motion is correct from a technical point of view.
6. **Timely publication.** After ExComm approval, the motion should be published to the IBD at the earliest convenience, but no later than one month after it was submitted.
7. **Ballot.** Voting is always done by ballot in online sessions, and discussion may continue until voting ends.
8. **Seven days of discussion.** Voting begins after a discussion period lasting seven days, which may be extended for another seven days by the Chairman, or at the request of the movers.
9. **Notice of vote.** All members of the IBD shall be notified as a matter of priority that they are now invited to vote.
10. **Seven days of voting.** The voting period for main motions is seven days. Because of the quorum requirement, a minimum total number of votes for, against or abstaining are necessary. Otherwise the voting period will be extended for another week to allow time for sufficient votes to be cast, failing which the motion will be automatically postponed until the next IBD meeting.

#### ***D. Secondary and procedural motions online***

1. **Submotions.** Secondary and procedural motions that require a vote, collectively referred to here as “submotions”, are possible with some adaptations.
2. **In parallel.** Discussion on a main motion does not have to stop because there is also a submotion on the floor. Discussions are kept separate logically, by staying on the topic in the thread (or equivalent) where a specific motion is handled.
3. **How to move.** To raise a submotion in a session, the submotion must be posted in the designated area for the main motion it concerns, and a notice sent to ExComm. Voting will not begin

before the submotion has been put before the IBD and voting is officially open.

4. **ExComm approval.** ExComm shall have three days to assess the technical correctness of the submotion, at which point the plurality opinion shall be followed, and the submotion shall either be officially put to the IBD or rejected, together with an explanation why.
5. **Halting of main motion.** The countdown to voting on the main motion is suspended whenever a submotion is put before the IBD, until the submotion is finished.
6. **One at a time.** The IBD may only handle one submotion at a time, because of the inherent dependency between a submotion and the main motion it concerns.
7. **Voting.** Voting on a submotion will start as soon as the submotion is put to the IBD, and a notice to vote shall be presented alongside. Voting may end as soon as there is an absolute majority of the full IBD vote in favour or against the motion, but no later than one week after voting opens, at which point a simple majority is enough to pass.

### 3.7 VOTING

Motions are passed by the IBD through voting and accepting the majority decision. This section details voting rights and the types of voting used.

#### *A. Quorum & Valid Votes*

1. **Meeting quorum.** A “quorum” is defined as the minimum number of members who must be present at a meeting to make legitimate decisions.
2. **Online quorum.** In an asynchronous, online business session, once all members of the IBD have been offered access to participate, the quorum corresponds to the minimum number of members who must actively vote on a motion for it to legitimately pass.
3. **Calculating the quorum.** The quorum requirement for the IBD is established in the Constitution of Mensa as “a majority of the full Board’s vote”, if the maximum number of votes were cast. The

exact number of members needed for a quorum therefore depends on the total number of votes that the participating members hold.

4. **Valid votes.** Valid votes can be “Yes” (Aye/For), “No” (Nay/Against) or “Abstain” (Withheld vote). An abstention is different from not voting at all (a “non-vote”). While an abstention actively acknowledges the motion and counts towards the online quorum, a member who casts no vote might be absent or ignoring the motion, and their intentions or presence cannot be determined.
5. **Majority requirement.** Once the quorum requirement for the IBD is satisfied, a simple majority, defined as more votes in favour than against of the votes cast, shall be sufficient to pass any motion that is voted on, except when explicitly stated otherwise in the International Constitution. When determining “a majority of those voting” under Constitution IV.D.6, only votes for and against a motion will be taken into account.

## ***B. Voting rights***

1. **Directory.** The Mensa International Directory shall specify the current voting entitlement of each FNM on the IBD, and of all individual IBD members. The Directory shall be updated whenever there is a change.
2. **Certification.** At the start of each meeting and with each electronic ballot between, the Executive Director shall
  - a) certify the name of each NM entitled to representation on the IBD, in accordance with the Constitution;
  - b) certify that each such NM has paid all monies then due and furnished all reports then due; and
  - c) certify the number of votes to which each such NM is entitled.
3. **Leaving or joining the IBD.** The IBD members who are eligible to vote on a particular motion shall at all times be those who are in post when voting for that motion starts. Any person who becomes an IBD member after a vote has already started may therefore not vote on that particular ballot; any person who leaves the IBD before the vote starts may not vote either.

4. **Votes cannot be changed.** No IBD member may change their vote after voting has ended. Notwithstanding, the Chairman alone has the right to withhold his or her vote until after voting has ended for everybody else, in order to break a tie if there is no majority either for or against the motion.

### ***C. Voting methods***

1. There are four ways to vote: nem con, acclamation and ballot (regular or secret).
  - a) **Nem con.** From Latin “nemine contradicente”, meaning “nobody objects”. The Chairman will ask the Board if anybody objects to passing the motion. If not, the Chairman will announce that the motion has passed. If, however, even a single member objects, a full vote must be conducted. Nem con should be avoided except for secondary or procedural motions, and then only if unanimous consent can be expected.
  - b) **Acclamation.** The Chairman will ask those in favour to say “Aye”, after which those against will be asked to say “No”, and if there is a clear and unambiguous majority, the Chairman will declare which side has the majority; otherwise a ballot vote must be conducted.
  - c) **Regular ballot.** A ballot vote allows each member’s vote to be counted and a complete tally to be produced, showing the exact number of votes cast for, against and abstaining, along with how each member voted. When voting is done by ballot, each vote shall be kept hidden until voting is over, and there shall be no running tally. The mechanics of a ballot vote will depend on the equipment used, as presented by the Chairman at the start of the meeting.
  - d) **Secret ballot.** When secret ballot is used, it must not be revealed how any member voted, and the final tally must only state whether the motion passed or failed.

Whenever secret ballot is not mandated, any request for a regular ballot vote must always be obliged, including if made right after nem con or acclamation.

2. **Reconsiderations.** No motion shall be voted on twice, unless there are procedural irregularities identified in the voting process.

#### ***D. How votes are recorded in the minutes***

1. The outcome of all motions shall be recorded in the minutes. The way votes are recorded depends on the method of voting.
2. If a motion is passed nem con or by acclamation, this shall be noted in the minutes.
3. When a vote is done by acclamation, a member has a right to have their dissenting vote or abstention noted in the minutes.
4. When a vote is done by regular ballot, the minutes shall state the voting tally and the minutes shall append a register of how each member voted.
5. When secret ballot is used, there shall be no record in the minutes, beyond whether the motion passed or failed.

#### ***E. Regarding secret ballots***

1. A secret ballot shall be conducted in such a way that the identity of each voter is not revealed to anyone.
2. Secret ballots can be arranged electronically, or by giving each IBD member a number of pre-made ballot slips equal to their number of votes, and then tallying the total in plain view.
3. If for any reason a secret ballot cannot be conducted without human tellers, ExComm shall appoint at least two persons who are not members of the IBD, nor concerned with the outcome, to count the votes and report them independently to the IBD.
4. Secret ballot shall be used in the following cases:
  - a) disciplinary action against named individuals
  - b) requests for Direct International Membership (DIM) from an individual
  - c) appointment to staff posts or volunteer positions
  - d) selection of host group for IBD meetings
  - e) downgrading or decorecognition of a NM

5. The voting result shall be reported to the IBD but the individual voters shall not.
6. If a motion concerns an individual (see paragraph 4, (a), (b) or (c)), the full motion text shall be reported in the minutes only if the motion passes (i.e. if disciplinary action is taken, DIM status is granted or an appointment is made). If the motion fails, the motion shall be reported in the IBD minutes but with the names of the individuals omitted, including any information which might serve to identify them.

## **3.8 EXPENSES**

### ***A. General***

1. Mensa may reimburse members of the IBD and other officers for reasonable expenses incurred in the performance of their duties on behalf of Mensa.
2. Detailed expense guidelines shall be proposed by the International Treasurer and decided by the ExComm. These guidelines shall be made available to all members.
3. Officers should at all times attempt to minimise costs to Mensa.
4. All IBD and other officers' expenses are to be made available for IBD inspection upon request.

### ***B. Conditions for reimbursement***

1. NatReps' and NMs' expenses for the IBD meeting are eligible for payment each year if the NM meets these requirements.
  - a) Quarterly reports up to and including the quarter ending 30th June are received by the International office by no later than 31st July, unless an extension of time is granted by ExComm.
  - b) Payment of the component for up to and including the quarter ending 30th June must be received by the International Office by no later than 15th August, unless ExComm grants an extension of time.
  - c) All other financial obligations to Mensa International Ltd are fulfilled, including those of licensing income.

- d) The NatRep in question has participated in the business and voted (if eligible) in at least 50% of the votes of the IBD during the eight months preceding the IBD meeting. Those who have participated in less than 50% of the business and votes (if eligible) will be eligible for payment of expenses of only 50%. Those who have not participated will not be eligible for payment of expenses. For the purposes of this clause, an IBD member is the role, not the person.

Because the names of those voting in secret ballots are not published, secret ballots are excluded from the (above) calculation. Any NatRep who has been unable, for technical or other unavoidable reasons, to participate in a ballot should report the facts to the Executive Director as soon as possible. The ExComm has discretion to rule on the payment of expenses in such circumstances.

- e) The NatRep in question attends all business sessions during the IBD meeting, unless specifically excused by the Chairman.
2. International Officers are subject to the same requirements as representatives in point (d) above.

**Motion: 24-03, 24-11**

## **4. The Executive Committee**

### **4.1 MISSION STATEMENT OF ExCOMM**

ExComm is a committee of the IBD to implement the policies as directed by the IBD, and specifically to monitor the functions of the International Office, budget projections and performance, development and publications, and to explore the need for items to be put on the Agenda for upcoming IBD meetings.

**Motion: 87-12A**

### **4.2 VACANCY OF THE CHAIR**

In the event of a vacancy in the Chairman's position, the International Director-Administration shall be the Acting Chairman until IBD has elected a new Chairman, or until the end of term, as per the rules for special elections.

**Motion: 20-41**

### **4.3 ExCOMM MEETS TWICE YEARLY**

The Mensa International Executive Committee shall meet in person twice a year, once along with the IBD meeting, and once, at the discretion of the chairman, between two IBD meetings. Additional meetings may take place if required and if the ExComm deems the circumstances justify.

**Motion: 07-23, 19-11**

### **4.4 CHAIRMAN APPROVES THE TREASURER'S EXPENSES**

The expense claims of the Mensa International Treasurer have to be approved by the Chair of Mensa International. The expense claims of the ExComm members have to be approved by the Mensa International Treasurer. In the case of a disagreement, ExComm decides.

**Motion: 09-10**

### **4.5 INTERNATIONAL DIRECTOR – SMALLER NATIONAL MENSAS**

The duties of the ID-SNM are:

1. To advocate the interests of all smaller national Mensas. A “Smaller National Mensa” is defined as a Full National Mensa that has three or fewer IBD votes.
2. To assist smaller Full National Mensas at their request.
3. To ensure in the Ex Comm’s discussion that ExComm members are aware of the multiple national cultures, multiple national traditions and multiple nations in Mensa; also to raise awareness of possible sensitive national issues.
4. To ensure in the ExComm’s discussions that members are aware that there are many Full National Mensas operating under different legal systems, with very different prerequisites.
5. To advocate in the ExComm’s discussions the interests of the smaller Full National Mensas in the areas of licensing and international contracts where the use of Mensa’s name and logo are licensed in countries where a national Mensa is vested and Mensa International Ltd is the legal owner of the name and logo

And other duties as may be assigned to him or her by the Board.

**Motion: 05-34**

#### **4.6 IEO MAY NOT BE APPOINTEES OR COMMITTEE CHAIRS**

International Elected Officers are ineligible to serve as:

1. international appointees in individual positions, and
2. chairs of permanent international committees, except if the chair position is inherent in the IEO’s job description.

**Motion: 08-29**

#### **4.7 CHAIRS OF FULL NATIONAL MENSAS ON EXCOMM**

##### ***1. Introduction:***

The Constitution of the International Organization Mensa, Article IV.D.9, defines the Executive Committee: “The International Elected Officers, plus the Chair of each national Mensa that is entitled to four or more votes, shall comprise the Executive Committee of the Board.”

## ***2. Overview:***

The Chair is a director of the company Mensa International Limited, registered in England, and has exactly the same legal responsibilities as the other directors of the company, the IEOs.

The Chair is a voting member of the Executive Committee of the International Board of Directors (IBD) of the International Organization Mensa. The Chair may have a maximum of three votes on the IBD, in accordance with the Constitution.

The Chair also serves as a liaison between Mensa International and the Chair's national Mensa, explaining and interpreting international programs and policies to the national Mensa, and communicating the needs and concerns of the national Mensa to the International Organization Mensa.

## ***3. General Responsibilities:***

- (a) Serves as a voting member of the ExComm of the Board of Directors.
- (b) As an ExComm member, has full fiduciary duties to the International Organization Mensa.
- (c) Raises awareness, if and when applicable, on potential conflict of interest between the International Organization Mensa and the Chair's national Mensa.
- (d) Promotes and raises awareness on matters such as international policy or procedural changes and responds to requests for related information.
- (e) Promotes participation in international programs such as Gifted Children, SIGHT, etc.
- (f) Performs other duties as assigned or as appropriate; for example, serves on international committees or is charged with specific projects.

## ***4. Specific Responsibilities:***

- (a) Attends ExComm meetings, which may be held at different locations around the world, or by conference calls, or by other means.
- (b) May participate or serve as liaison to international committees.
- (c) Answers correspondence in a timely manner, including requests for

information, complaints, etc.

- (d) Votes on topics brought to IBD and to ExComm.

### ***5. Travel and Meetings:***

The position requires attendance at all meetings of the ExComm and the IBD. Expenses to attend these meetings are reimbursed as per financial policies for IBD members, as set by the IBD.

### ***6. Subcommittees:***

The Chair shall serve on the Election Committee – Smaller National Mensas and may serve on one or more other international committee.

### ***7. Mensa International Limited (MIL):***

#### **7.1 Introduction (as by Constitution):**

The corporate affiliate of Mensa is the company registered in the United Kingdom known as Mensa International Limited (MIL), a not-for-profit organization. Mensa International Limited is subject to the associated laws and business provisions as published by Companies House, London, UK and the laws of England and Wales.

#### **7.2. General Responsibilities:**

The members of the Executive Committee of the International Organization Mensa are members and statutory directors of Mensa International Limited.

The directors of Mensa International Limited have to assure that the company abides by the associated laws as described in 7.1. The Company Secretary supports ExComm in the execution of these responsibilities.

There is no official division of responsibilities among the statutory company directors of MIL. All are registered as directors only. However, directors are elected to fulfil the roles as described within the International Organization Mensa.

#### **7.3. Specific Responsibilities:**

- (a) Attends Board meetings, which can be held at different locations around the world, or by conference calls, or by other means.
- (b) Attends Annual General Meetings of Mensa International Limited, which can be held at different locations around the world, or by

- conference calls, or by other means.
- (c) Answers correspondence in a timely manner, including requests for information, complaints, etc.
  - (d) Votes on topics brought forward to the Annual General Meeting of Mensa International Limited and to the Board of Mensa International Limited.

**Motion: 09-26**

## **4.8 MENSA INTERNATIONAL VISITS TO NMs**

Development travel is a separately funded item and provides the means to travel from time to time to countries that do not already have a national Mensa in an effort to establish a national Mensa. This travel is usually undertaken by the executive director under the direction of the Director of Development.

The policy outlined here, on the other hand, concerns travel by ExComm members or their designees to countries that already have a national Mensa.

There are four main reasons that an ExComm member or designee may wish to visit a national Mensa, or that the ExComm wishes an ExComm member or designee to visit a national Mensa, as follows:

### ***The officer happens to be nearby***

If an ExComm member or designee is travelling (i.e., on vacation or business) and happens to be relatively close to a national Mensa, it may be sensible for Mensa International to pay the marginal cost for that member to visit the national Mensa. There should be a clear indication of the expected benefits to the national Mensa or to Mensa International of such a visit, whether from publicity or from brainstorming with the host members.

### ***A national Mensa has a significant anniversary***

A significant anniversary of a national Mensa might provide a good opportunity to gain publicity for Mensa. The presence of an international officer might provide an extra angle for the press. Combining an anniversary visit with another specific purpose would make this a more attractive possibility for funding. Shared funding between the national Mensa and Mensa International should be pursued.

***The officer specifically wishes to visit that national Mensa***

It is recognized that many international officers are likely to attend a gathering for the fun of it, and would expect to be off-duty for most of the time. It is not anticipated that travel and accommodation costs would be reimbursed by Mensa International for such a trip; but if there is also a specific business purpose for attending, then partial funding might be appropriate.

***The national Mensa asks for a visit for a specific purpose***

If a national Mensa asks for a visit for a specific purpose, that request should be given due consideration by ExComm. Shared funding by the national Mensa and by Mensa International should be pursued where possible.

The overriding requirement of any visit is that a significant benefit should accrue to Mensa International from an ExComm member's or designee's visit, compared to the costs involved. If there have been recent official visits to a particular national Mensa by an ExComm member or designee, the marginal benefit of a visit may be small except if the national Mensa has a specific purpose for the visit that has a time element.

Provided that there is a budget line in existence, and that it has not already been fully utilized, authority for the journey and for the maximum amount to be reimbursed should be sought from the Chairman and the Director of Development.

**Motion: 93-09, 19-12**

# 5. Officer Appointments

## 5.1 APPOINTMENTS PROCEDURE

The following procedure shall be followed regarding appointments to international committees and positions established by the Constitution or the IBD. Other positions are not to be covered by this policy.

### *Candidates*

Mensa International should strive to have different backgrounds of thought, experience, and culture among the appointed officers when comparing otherwise similarly qualified candidates.

### *IBD appointments and ExComm appointments*

Except for the IVNC, which begins 1 January of the year after the appointment to 31 December of the following year, the term of office shall begin and end two weeks after the main annual IBD meeting at 23:59 UTC. The term length shall be specified in the remit for each officer. The International Ombudsman, the Awards Committee, the International Election Committee, International Standards Committee, and all honorary positions are to be appointed by the IBD.

### *Appointment of the following positions is delegated to ExComm:*

- International Archivist
- News Team
- International Communications Officer
- International Supervisory Psychologist
- Name and Logo Committee
- Governance Papers Advisory Committee
- Editor, *Mensa World Journal*
- International SIGHT Coordinator
- Gifted Youth Committee
- International SIGs Coordinator
- Strategic Management Advisory Committee
- International Volunteer Network Committee

- Constitutions Review Committee
- Community Events Team
- Mensa Hub Team
- Data Protection Officer
- Social Media Teams
- User Support Team
- PhotoCup Team

### ***Announcement and deadlines***

All positions shall be announced to the membership on the website and via other Mensa International communication channels at least six weeks before the submission deadline. The deadline for submissions shall be seven weeks prior to the IBD meeting.

The announcement shall state which positions are up for appointment, where to find the job descriptions, how to apply, and relevant deadlines.

Any application submitted before the deadline shall be considered. All applicants shall be notified as to whether or not they were appointed as soon as is practical after the decision is definitive.

### ***Membership requirement***

It is a requirement that all candidates be members of Mensa in international good standing. Any appointee who resigns from Mensa shall be deemed to have resigned from office.

### ***Names and Applications shall be shared with the IBD***

At least six weeks before the IBD meeting, the names of all applicants shall be given to the IBD and the full applications of all applicants shall be given to the ExComm.

After deliberation, including consideration of any national Mensa's input, the ExComm shall provide the IBD with a list of ExComm appointments and recommendations for IBD appointments along with all application materials for those appointments at least three weeks before the IBD meeting.

### ***ExComm recommendations for IBD appointments***

ExComm is expected to give a recommendation for positions that are appointed by the IBD.

### ***ExComm appointments are preliminary until confirmed***

Normally scheduled ExComm appointments take effect two weeks after the IBD meeting. Midterm appointments take effect two weeks after the ExComm decision is announced to the IBD.

Notwithstanding, the right to appoint a particular position can be reverted to the IBD. To do so, the IBD must pass a motion specifying which particular appointment shall be reverted to the IBD and the reason for overriding the ExComm preliminary appointment. In such a case, the ExComm appointment will not take effect before such a motion, once moved, has been concluded (passed, failed, withdrawn etc). If the motion passes, the ExComm appointment is nullified and the appointment shall instead be made by the IBD as soon as is practical, in closed session or via a confidential online process. If the motion to revert an appointment to the IBD fails, the original ExComm appointment shall take effect.

### ***Removal of appointees***

Any officer or committee member appointed by ExComm may be removed by ExComm.

### ***Adding extra committee members or assistants for appointed officers***

Additional committee members or assistants for appointed officers can be added by ExComm at any time with approval by the chair of the committee or appointed officer in question. ExComm can also appoint two or more people to act as co-chairs or as co-officers.

### ***Special Eligibility Restrictions***

The following appointed officer positions have eligibility restrictions:

- „ **International Supervisory Psychologist:** Professional qualification as described in Bylaws 7.13.
- „ **International Ombudsman:** Members of national Mensa Committees, National Representatives to IBD, and National Ombudsmen are not eligible.
- „ **International Standards Committee:** Members of national Mensa Committees and National Representatives to IBD are not eligible.
- „ **Constitutions Review Committee:** Members of national Mensa Committees and National Representatives to IBD are not eligible.

**Motion: 20-05, 20-19, 22-04, 22-06, 22-17, 24-07, 25-07, 25-10, 25-14**

## **5.2 ALL MUST REPORT ANNUALLY**

All sub-committees and appointees are to submit an Annual Report to the MIL office by the due date announced, for inclusion in the Agenda for the IBD meeting.

**Motion: 01-39**

## **5.3 JOB DESCRIPTIONS MUST BE PREPARED**

A job description, including the main responsibilities, is to be specified for each position or committee not mentioned in the Constitution. For new positions or committees, these are to be included in the motion that establishes the position or committee.

**Motion: 24-33**

# 6. Officer Remits – IBD Appointees

## 6.1 HONORARY POSITIONS

**Position:** Honorary Positions

**Term of office:** 3 years

**Main responsibilities:** As per definition, the honorary positions have no direct responsibilities.

The Board is empowered to elect an Honorary President (HP) for Mensa International. No more than one HP may serve concurrently. The term of office is three years and they may be reappointed once. The HP is to be included in official lists of Mensa officers, and may participate in Board discussions both at the IBD meeting table and online.

At least three months before the IBD meeting, the International Director–Administration will bring the incumbent position to the attention of the board. Nominations shall be submitted by national Mensas or by the Executive Committee no later than one month prior to the IBD Meeting. Nominations should include a supporting statement with a maximum of 300 words. Nominations may be made by the Chair of a national Mensa, by a national Mensa Committee and by members.

### 6.1.1 Honorary President discretionary budget

The Honorary President will have an annual discretionary budget of GBP 1,500.

**Motion: 24-27**

## 6.2 INTERNATIONAL OMBUDSMAN

**Position:** International Ombudsman

**Term of office:** 3 years

**Main responsibilities:** The Ombudsman’s charge is defined in the Constitution, to mediate and attempt to resolve disputes within Mensa at

the international level.

The Constitution of Mensa provides (Article VII, Section A) that:

1. There shall be an International Ombudsman to mediate and attempt to resolve disputes within Mensa at the international level. 'The international level' refers to matters not internal to any single national Mensa.
2. The International Ombudsman shall be appointed by a two-thirds majority of the full Board vote and shall serve for a term of three years, or until the appointment of a successor.
3. The International Ombudsman shall receive the complete cooperation of all members of Mensa. Failure to cooperate with the Ombudsman may result in sanctions from a national Mensa or from the Board.
4. The International Ombudsman's findings shall be published as specified by him or her.

As the first point recognises, Mensa defines the Ombudsman's role differently from its historical role in Scandinavia. Within Mensa, the Ombudsman serves as a mediator or arbitrator in the situations described and is appealed to as a disinterested party to help resolve conflicts.

The International Ombudsman may also serve in an advisory capacity to the Ombudsmen of national Mensas, may work with national Mensas that wish to establish the office of Ombudsman within that group, and should be assured of the assistance and co-operation of any national Ombudsman from whom such assistance is requested.

There is considerable responsibility and authority vested in the Ombudsman. With such responsibility and authority must go a considerable degree of care. Any issue that has moved a member of or a national Mensa to bring a formal complaint to the Ombudsman has probably already

generated a certain amount of emotional heat on one or more sides. It is important that the Ombudsman be able to remain detached from this emotional heat and to deal only with the issues of the dispute.

Generally speaking, the Ombudsman will seek to reconcile the parties. Whatever the rights or wrongs of the case, the parties will usually have to get along inside Mensa in the future. Mensa members are often quite emphatic in expressing their views, but the Ombudsman must withstand such passionate statements of point of view and work to get cases stated in as factual a manner as possible, complete with specific detail.

In conducting an investigation, the Ombudsman should generally seek to limit the discussion to the substance of the dispute or complaint but should accept all information and observations pertinent to the complaint. The Ombudsman should not allow the investigation to become an overly broad examination of the general conduct of one of the parties, nor should the investigation be used to defame either party.

If reconciliation is not possible, the Ombudsman may have to make a finding that will displease - or even adversely affect - one or more of the parties. In making such a finding, the Ombudsman should:

- a. keep the finding relevant to the dispute or complaint;
- b. be restrained rather than extravagant in expression;
- c. avoid any personal commentary on the parties involved; and
- d. bear in mind that if the finding has to be read out in court it should bring credit and not discredit on Mensa.

The Ombudsman has the authority to specify publication of the findings in any particular case, but this is usually only done when decisions are of concern to the general membership. Publication is not usually appropriate in disputes between members or when a dispute between a member and an official Mensa entity affects only that member. Publication would be expected, for example, in a case concerning the validity of an election,

misuse of an elected office, or denial of membership rights assured in the national constitution or the Constitution. Publication should be specified to occur in the official journal of the Mensa entity affected by the decision, which could include the *Mensa World Journal*.

## **Mechanics**

To ensure that the Ombudsman has the necessary information at hand when a complaint comes in, the Ombudsman should have copies of the national constitution of each national Mensa, should be informed as to which national Mensas have Ombudsmen and who they are, and should receive copies of the official periodic reports of the national Ombudsmen to their governing committees.

When a dispute arises, any party to the dispute may seek guidance from the Ombudsman, but the Ombudsman will not undertake an investigation unless there is an official complaint, in writing, giving the particulars as specifically as possible. The Ombudsman may then choose the means of pursuing the investigation, including,

- a. seeking written responses from those complained against;
- b. other forms of communication with the parties involved; and
- c. the appointment of a deputy in one or more locations to gather further information and/or conduct direct meetings with parties to the dispute.

If the Ombudsman is not multilingual, it would be advantageous to build a small network of reliable competent translators.

Finally, it must be clear that the Ombudsman's files are confidential. Any information gathered in an investigation is intended solely to assist the Ombudsman in resolving a dispute. The public record should include only a statement of the substance of a dispute or complaint and the Ombudsman's

findings.

To be eligible for the position of International Ombudsman, the member may not also serve simultaneously as Chair, NatRep, Proxy or Board Member / member of National Committee of a national Mensa or as National Ombudsman for a national Mensa.

**Motion: 24-28, 25-10**

### **6.3 HEARINGS PANEL**

**Position:** Hearings Panel

**Term of office:** 2 years

**Main responsibilities:** The Hearings Panel is charged to deal with disciplinary matters and requests for DIM status that are referred to IBD or Mensa International.

The Hearings Panel deals with all disciplinary matters and requests for DIM status that are referred to IBD or Mensa International in accordance with the provisions of the Constitution of Mensa or these Bylaws, and reports back to IBD all results and matters that require further action.

The Hearings Panel shall permanently comprise the International Director–Administration, the Executive Director, and the International Ombudsman. The panel may co-opt other members to assist as required. The Hearings Panel appoints its own chair.

The Hearings Panel will write rules of internal conduct and will report to IBD via its own chair and its ExComm liaison.

**Motion: 24-29**

### **6.4 INTERNATIONAL STANDARDS COMMITTEE**

**Position:** International Standards Committee (ISC)

**Term of office:** 2 years

**Main responsibilities:** The ISC is charged with monitoring compliance with international requirements for national Mensas.

The International Standards Committee (ISC) is tasked with monitoring compliance with international requirements for national Mensas as prescribed in the International Constitution and in IBD actions. It shall report its findings confidentially to the IBD, together with possible recommendations.

The ISC shall consist of the International Ombudsman, the Chair or designee of the Constitutions Review Committee, and between two and five additional members, appointed by the IBD. One member shall be appointed committee chair.

To be eligible for the ISC, the member may not also serve simultaneously as Chair, NatRep, Proxy or Board Member / member of the National Committee of a national Mensa.

Members of the ISC may not hold sole responsibility for reviewing and issuing judgements on the compliance of their own national Mensas.

**Motion: 25-08, 25-10, 25-30**

## **6.5 INTERNATIONAL AWARDS COMMITTEE**

**Position:** International Awards Committee

**Term of office:** 2 years

**Main responsibilities:** The International Awards Committee confers international awards.

The International Awards Committee has the power to confer some international awards and to recommend to the IBD conferment of the

Serebriakoff International Outstanding Achievement Award and the Salny Lifetime Award. These awards are strictly for contributions to Mensa on the international level, not to a national Mensa or a local group.

The Committee shall consist of the current International Chairman as committee chair; the immediately previous International Chairman; and three former Board (IBD) members, each from a different national Mensa, appointed by the IBD for a two-year term commencing in odd-numbered years.

### **Awards**

1. The following awards are established, in increasing order of importance:
  - a. The International Service Certificate, for valuable service to Mensa International and the IBD.
  - b. The International Service Award, for especially valuable service to Mensa International and the IBD.
  - c. The International Distinguished Service Award, for especially valuable service to Mensa International and the IBD over a number of years.
  - d. The Mensa International Development Award, for extraordinary contributions to the establishment of Mensa in new countries.
  - e. The Victor Serebriakoff International Outstanding Achievement Award, for exceptional service to Mensa International and the IBD over a number of years.
  - f. The Abbie F. Salny Lifetime Achievement Award, for exceptional service to Mensa International and the IBD over a period of forty or more years.
2. To be meaningful, none of these awards should be handed out automatically, for instance to all IBD members as they leave a stint of IBD service; on the other hand, qualifying for them should not be so limited as to be unachievable. The International Service Certificate, the International Service Award, and the International Distinguished Service Award should be conferred more liberally than the Mensa International Development Award, the Victor

Serebriakoff Outstanding Achievement Award, or the Abbie F. Salny Lifetime Achievement Award.

3. The Victor Serebriakoff Outstanding Achievement Award and the Abbie F. Salny Lifetime Achievement Award shall be conferred only by the IBD.

4. The process of choosing and conferring awards must be as objective as possible and must not be political or self-serving.

5. There shall be no restriction in conferring awards, even to someone who is on the Committee or on the IBD. In case of a conflict of interest, any decision of the Committee may be delegated to the IBD. In the case of a nominee who is a member of the Committee, the Committee may take all preliminary steps but the final vote shall be taken in executive session by the IBD.

### **Nominations**

1. Each spring, calls for award nominations shall be publicized in all internal channels of Mensa International communications and may also be publicized in NM communications channels. Deadlines for nominations will be at least 8 weeks in advance of the main IBD meeting for that year.
2. Nominations shall be general, not for specific awards; the Committee or the IBD, as appropriate, shall decide the level of award.
3. Nominations shall be made in writing to the Committee. Nominations shall include full details as to why the nomination is being made. Nominations may be made by any member of Mensa, including (but not limited to) members of the Committee and members of the IBD.
4. Upon receiving a nomination, the Committee shall send an acknowledgement that the nomination was received, examine the nominating materials, and make further inquiries as needed. After the deadline for nominations, the Committee shall confer and determine which nominees deserve which, if any awards.
5. If the Committee determines that a person is deserving of an award, the Committee shall confidentially inform the IBD of the

nomination and ask to be confidentially informed within two weeks of any relevant information that IBD members may have about the person.

6. Following the end of the period for IBD comment on nominations, the Committee shall vote on whether an award should be conferred and if so, the appropriate level of the award. If the Committee votes that no award is deserved, that ends the matter.
7. If the Committee votes to award an International Service Certificate, International Service Award, International Distinguished Service Award, or Mensa International Development Award, the Committee shall notify the IBD of its decision and shall arrange for the award to be conferred.
8. If the Committee votes to award an Outstanding Achievement or Lifetime Achievement Award, the Committee shall notify the IBD for further action in the form of an IBD motion in executive session on behalf of the Awards Committee to confer the recommended award on the nominated person. The IBD is not, however, restricted in its actions by the decision of the Committee; the IBD still has the full range of choices. The normal discussion and voting periods and voting procedures shall apply.

### **Conferring awards**

1. The Outstanding Achievement and Lifetime Achievement Awards shall be conferred by the International Chairman, or the International Chairman's designee, at a time and place appropriate to such a high award.
2. The conferring of each international award should be recognized in appropriate Mensa channels, such as the Mensa World Journal, the official website, and other online platforms.
3. All awards shall include something physical, such as a certificate, a plaque, and/or a trophy. There may be different kinds of physical awards given to the different award levels, with the physical awards for the higher levels being more imposing.

**Motion: 25-21**

## 7. Officer Remits – ExComm Appointees

(Note: The authority to appoint these positions is delegated to ExComm by the IBD in accordance with the appointments policy specified in chapter 5, please see the relevant section for details on how the procedure works.)

### 7.1 MENSA WORLD JOURNAL (MWJ) EDITOR AND GUIDELINES

**Position:** *Mensa World Journal* Editor

**Term of office:** 2 years

**Main responsibilities:** The Editor is charged with the selection of material, decisions about appearance and layout, and the operation of the MWJ.

#### **MWJ Guidelines**

The *Mensa World Journal* is the worldwide publication of Mensa International. It is produced by the IBD, and distributed to all members of Mensa by the national Mensa committees and the international office. Mensa International's Executive Committee is the publisher of the MWJ. The rights of every member incorporate the right to receive the national newsletter and the MWJ for the basic membership fee.

There shall be a minimum of six issues of the MWJ per year. The Editor will create a schedule with the deadlines and the dates the MWJ is released to the national Mensas and the national editors. This schedule will be made available to all national Mensas and the national editors.

No solicitations for donations in support of any cause(s) may be made to Mensa members in any Mensa International publication. However, the ExComm will consider exceptions by formal request, and rule on same.

Submitting articles to the MWJ Editor means that the person agrees to have this article published in the MWJ and that it is free of any copyright by a third party, unless it is accompanied by written permission for publication from the original author. Submitting an article does not encompass transfer of copyright to Mensa or the MWJ.

The Editor reserves the right to include or edit submissions for space and content considerations.

## **Purpose**

The purposes of the *Mensa World Journal* are :

- to provide a channel of communication to and among the worldwide membership of Mensa;
- to foster the growth of Mensa;
- to stimulate thought and membership activity;
- and, in general, to be a tangible expression of the international, multi-cultural character of Mensa.

## **Functions**

The functions of the *Mensa World Journal* shall be as follows:

- to transmit to the members such information as is specifically required or suggested by the International Constitution, or submitted by the IBD or its officers;
- to publish reports on activities within national Mensas which are deemed to be of interest or value to other national Mensas, or the membership at large or significant portions of it;
- to provide preliminary information about international congresses, and international, national, regional, and other important gatherings, and report on these;
- to publish thought-provoking articles on subjects of interest to Mensa, or to a significant portion of the membership;
- to provide a forum for reasonable debate and exchange of opinions among the members;
- to provide a vehicle for advertising services, merchandise,

concepts, and communications, subject to the advertising policies approved by the IBD or as determined in individual instances by the International Director–Administration.

## **Management**

The Editor shall report to the IBD and the International Director–Administration. The Editor shall have full authority and responsibility for meeting publication schedules, for selection of material, for appearance and layout, and for the actual operation of the publication. Notwithstanding, it shall remain possible for the ExComm to overrule decisions by the Editor.

It is the desire of the IBD that the Editor recruits and collaborates with an editorial board composed of volunteers from several countries over the world. Interesting pieces could and should be extracted for the website, the forums of which can also serve as a source for ideas and material for publication.

## **Distribution principle**

National Mensas will be free to reproduce mandatory articles from the *Mensa World Journal* in their national magazines or in their full online magazines with a redacted version printed, or simply a link or QR code to the online version. The decision can be made at the discretion of national Mensas.

Extracting raw material from the MWJ and reprinting it in the format of the national publication is acceptable.

Permission is granted for MWJ content to be republished in any Mensa publication, provided that the author, MWJ and MWJ Editor are acknowledged. Permission must be sought from the author for the republishing of any part of the MWJ in non-Mensa publications.

As long as the original English text of the MWJ is explicitly made available for all members to read, national Mensas are encouraged to publish versions in languages other than English, provided that the translation can be made accurately.

The MWJ, in paper or in an electronic form, or individual articles shall not be made available to non-members via websites or other media, as it is a benefit of membership. Individual articles may be made available via website or other media with the permission of the International Director–Administration, with advice, as necessary, from the MWJ Editor, and subject to the agreement of the author, who has copyright.

### **Mandatory pages**

Each issue of the MWJ shall consist of a minimum of eight pages of approximate DIN A4 or US letter size. The Editor, with the concurrence of the Director–Administration, shall designate which items are mandatory material for all members to receive. The mandatory items shall not exceed four pages in length. This shall include, but not be limited to, announcements from the IBD, the ExComm and the Mensa International Election Committee. It is desirable that material of particular interest to Mensa volunteers worldwide be part of the non-mandatory content of the MWJ.

**Motion: 24-12**

## **7.2 CONSTITUTIONS REVIEW COMMITTEE**

**Position:** Constitutions Review Committee (CRC)

**Term of office:** 2 years

**Main responsibilities:** The CRC is charged with reviewing new national Mensa constitutions and proposed amendments to existing national Mensa constitutions to ensure their compliance with the Minimum Standard Constitutional Requirements.

The CRC is charged with reviewing new national Mensa constitutions and proposed amendments to existing national Mensa constitutions; the purpose of this review is to determine whether the constitution or amendment(s) meet the Minimum Standard Constitutional Requirements (MSCR) before the membership of the national Mensa votes on them. After the CRC has given permission to ballot and the membership has voted, the CRC shall review what the membership passed in order to give final approval of the new or newly amended constitution.

The CRC shall review all national Mensa constitutions at least annually to determine whether they comply with the then-current MSCR. The CRC shall include in their annual report to the IBD a list of national Mensa constitutions not in compliance with the MSCR. If a national Mensa provides an explanation that its non-compliance is required by law, the explanation shall also be reported to the IBD.

Whenever a national Mensa amends its national constitution, that national constitution must be brought up to date with the then-current MSCR to the extent permitted by law.

The CRC shall consist of two to five members, appointed by the ExComm as delegated by the IBD. One member shall be appointed committee chair.

To be eligible for the position of member of CRC, the member may not also serve simultaneously as Chair, NatRep, Proxy or Board Member / member of National Committee of a national Mensa.

Members of the CRC may not hold sole responsibility for reviewing and issuing judgements on the compliance of their own national Mensas.

**Motion: 93-16, 16-09, 19-19, 24-24, 25-07, 25-10, 25-30**

### **7.3 INTERNATIONAL ARCHIVIST**

**Position:** International Archivist

**Term of office:** 2 years

**Main responsibilities:** The International Archivist is charged with the coordination of archive resources relevant to Mensa International.

The International Archivist shall:

1. Develop the coordination of activities relating to the preservation

- and use of the archive materials and other archive resources.
2. Seek out items of historical interest to Mensa International.
  3. Coordinate with the International Office regarding the collection and collation of any items or any information deemed important to ensuring the conservation and preservation of Mensa International's existing and future archive resources.
  4. Forward all such materials to the International Office for safe storage.
  5. Conduct research and provide advice regarding the management and preservation of the archive materials.
  6. Establish and control on-line repositories or other facilities to store and, where appropriate, exhibit archive materials.
  7. Create an index for all relevant materials and publish lists, indices, guides, inventories, calendars, texts, translations and such other things as may be necessary as aids to the archives.
  8. Respond to and answer, to the extent possible, questions regarding Mensa International's history.
  9. Ensure where possible that archival materials are available for use in the promotion of Mensa International.
  10. Encourage, facilitate, publicise and sponsor the use of the archival materials.

Additionally, the International Archivist shall:

1. Have access to the Mensa International archives as appropriate to further research not afforded by the materials available online.
2. Not retain archive materials at home. Any items sent to the Archivist directly should be transferred to the International Office at the first opportunity.
3. Keep any archive materials separate from any materials not owned by Mensa.

4. Return any archive materials in the Archivist's possession at Mensa's request, or at the end of the Archivist's term of office.

**Motion: 05-21, 20-20, 24-24, 24-32**

## **7.4 INTERNATIONAL COMMUNICATIONS OFFICER**

**Position:** International Communications Officer(-s), one or several

**Term of office:** 2 years

**Main responsibilities:** The International Communications Officer is charged with overseeing PR activities and communications for brand-building.

Responsibilities of the International Communications Officer(s):

1. The provision of advice to Mensa International ExComm and the Executive Director on creating and implementing communications strategies and campaigns for brand-building, media relations, and the provision of consistent communications messages and materials to support these responsibilities.
2. Increasing Mensa International's profile across media, and with influencers and relevant organizations.
3. Overseeing PR activities across the various communications channels and functions.
4. Monitoring relevant media for news and items that involve Mensa, and providing timely crisis communications, acting as a spokesperson when necessary.
5. Creating and sharing content across Mensa International's public social media channels.
6. Developing effective external customer relationships. In order to successfully fulfil the remit, the Communications Officer(s) will be expected to liaise with the Executive Director and any relevant International Appointees and chairs of Committees, as well as the communications officers/PR officers of national Mensas.

## 7.5 NEWS TEAM

**Position:** News Team, committee

**Term of office:** 2 years

**Main responsibilities:** The News Team is charged with gathering, creating and publishing information and material of relevance to members.

The purpose of the News Team is to gather, create, curate and publish information and material of relevance to members.

The News Team is a committee, ideally consisting of 3-7 members. The MWJ Editor is an ex-officio member.

In order to facilitate the dissemination of news and information, the ExComm shall, in addition to the *Mensa World Journal*, provide an electronic newsletter, and an online news feed, for members only.

In particular, the News Team shall actively gather material on

1. Events, such as gatherings or conferences in national Mensas, that the organisers want promoted to members in other countries. This includes both promoting upcoming events to increase attendance - and also showcasing past events to display the variety of Mensa meetings in the world.
2. Stories of members that highlight the varied mix of profiles and backgrounds within Mensa.
3. Scientific developments in the field of intelligence research.
4. Mensa in the media: How Mensa is portrayed in prominent channels across the world.
5. Projects and programs in national Mensas that meet our fundamental purposes, and that can inspire others to emulate.
6. Developments of Mensa in the world, e.g. initiatives to start new (national) Mensa groups.
7. Interesting numbers and statistics that can deepen our understanding of the state of the organisation across various

dimensions. Much of these data are available in annual reports but need to be visualised.

8. Important decisions by the IBD and ExComm.

The News Team is expected to liaise with ExComm and other international officers, as well as national stakeholders. They should create content to spark discussions and boost member interactions and engagement online.

Where practicable, they should track key content metrics to evaluate and improve their content strategy. The role of the News Team is separate from that of the MWJ Editor, who remains in charge of the *Mensa World Journal*. Material produced by the News Team may be used by the MWJ Editor as appropriate.

**Motion: 22-06, 24-24**

## **7.6 INTERNATIONAL SIGHT COORDINATOR**

**Position:** International SIGHT Coordinator

**Term of office:** 2 years

**Main responsibilities:** The International SIGHT Coordinator is charged with assisting SIGHT services.

The SIGHT Coordinator shall:

1. Undertake coordination of the national SIGHT coordinators.
2. Assist national SIGHT coordinators in providing a standardised set of requirements for guests and hosts.
3. Assist with information in countries where there is no SIGHT coordinator.
4. Direct random enquiries from members to the appropriate national SIGHT coordinator for assistance.
5. Promote the SIGHT service with the help of national coordinators.

## **7.7 INTERNATIONAL SIG COORDINATOR**

**Position:** International SIG Coordinator

**Term of office:** 2 years

**Main responsibilities:** The SIG Coordinator is charged with assisting International SIGs.

The International SIG Coordinator shall:

1. Publicise the recognised International SIGs on Mensa International's website and other communication platforms, as appropriate.
2. Maintain means of communication for the organizers and coordinators of International SIGs to exchange ideas and identify possible issues.
3. Review applications and recommend formal recognition of each International SIG, in accordance with the SIG Policy.
4. Serve as a consultant to members desiring assistance in the development of I-SIGs or I-SIG policies.
5. Encourage, facilitate, and publicise the formation of I-SIGs in countries in which there is no national Mensa.
6. Request status updates from I-SIGs at least annually.
7. Recommend recognition or de-recognition of I-SIGs.
8. Bring to the attention of the ExComm liaison for I-SIGs any problems that arise in relation to I-SIGs.

**Motion: 24-09**

## **7.8 GOVERNANCE PAPERS ADVISORY COMMITTEE**

**Position:** Governance Papers Advisory Committee

**Term of office:** 2 years

**Main responsibilities:** The GPAC is charged with examining Mensa’s governing documents and recommending appropriate changes.

The GPAC shall report to the Board through written reports and through its chair and/or ExComm liaison as necessary.

GPAC is a standing advisory committee on international governing documents.

The Governance Papers Advisory Committee is charged with examining

1. the International Constitution of Mensa, and
2. the International Bylaws

and

1. recommending any changes it thinks necessary and appropriate;
2. examining all proposed amendments to the Constitution of Mensa against technical and formal requirements to be established by the Committee, and recommending any changes it deems necessary;  
and
3. substantively examining proposed amendments to the Constitution of Mensa and issuing recommendations regarding same.

In case this committee runs into an issue related to the Memorandum and Articles of Association of Mensa International Limited, this committee may come to ExComm and ask for direction.

The Constitutions Review Officer shall be an ex-officio member of the GPAC.

The GPAC shall report to the Board through written reports and through its chair and/or ExComm liaison as necessary.

**Motion: 10-12, 11-30, 12-06, 24-24, 24-32**

## **7.9 GIFTED YOUTH COMMITTEE**

**Position:** Gifted Youth Committee (GYC)

**Term of office:** 2 years

**Main responsibilities:** The GYC is charged with supporting and providing information about gifted children programs and activities involving children.

The International Gifted Youth Committee (GYC) has the following remit or charge:

1. To advise Mensa International on Mensa activities that involve children.
2. To build mutually beneficial links with reputable gifted child organizations.
3. To represent Mensa International in the gifted child arena.
4. To provide information and advice to Mensa International to enhance its responses to members, parents and others who contact Mensa International with questions about gifted children.
5. To support the development of gifted child programmes.
6. To develop and maintain centralised information on Mensa gifted child programmes.
7. To be a centralised source of information for any national Mensa group that wishes to begin, expand, or develop a programme for gifted children.
8. To establish and maintain an international forum for Mensa national gifted child coordinators to facilitate the exchange of views, information and practice between them, and to bring significant matters arising to the attention of Mensa International.
9. To publicise, in liaison with the Director of Development, the work of the GYC and of national gifted child programmes to the international membership.
10. To not, as a committee, undertake direct service with children or their parents or the development of specific programmes for any group, though individual members of the GYC may be involved in such activities. It is recognized that Mensa International has neither

the resources nor the personnel to develop such programmes: also the widely differing laws and regulations in various countries would make this inadvisable.

## **The Committee**

1. Between them, the members of the GYC will have relevant education and experience to understand Mensa and the issues surrounding working with/organizing activities for gifted children in a variety of areas and cultures.
2. The safety and protection of children shall be the GYC's first priority.

**Motion: 05-19, 11-10, 24-24**

## **7.10 INTERNATIONAL VOLUNTEER NETWORK COMMITTEE**

**Position:** International Volunteer Network Committee (IVNC)

**Term of office:** 2 years

**Main responsibilities:** The IVNC is charged with facilitating the exchange and dissemination of ideas, information, insights and best practice recommendations on topics such as (but not limited to) PR, testing, SIGHT, IT, etc., for the benefit of the worldwide Mensa Membership.

The committee's term formally starts on January 1st the year after being appointed, and lasts until December 31st the following year.

Each year, the IVNC will hold at least one in-person meeting that is open to members. The meeting(s) will take place at one (or more) of the large Mensa gatherings. The IVNC will also hold online sessions during the year, so that any members who are unable to attend gatherings in person can also benefit by attending virtually. The IVNC will make efforts to connect, liaise, and collaborate with volunteers operating in national Mensas around the world.

The IVNC materials used for both online and in-person meetings (e.g., presentation slides, documents, reports, statistics, infographics) will be shared with the ExComm liaison for the IVNC, who will work with Mensa International volunteers and staff to disseminate these materials so members worldwide will be able to access and benefit from the efforts of the IVNC and the members who have contributed to their meetings.

An annual budget of up to 5,000 GBP is to be allocated by ExComm for this purpose. IVNC funds may be spent:

- to pay for meeting rooms and any necessary presentation materials (e.g., stationery).
- refreshments (e.g., tea, coffee) for attendees.
- to subsidise the travel and/or accommodation expenses incurred by members of the IVNC for the purpose of attending a Mensa gathering, where they are scheduled to hold an IVNC meeting for the benefit of Mensa volunteers.

Any discounting arrangements (e.g., for IVNC members to attend social events such as icebreaker parties and gala dinners at a reduced rate) must be negotiated between the IVNC and the organizing committee for each gathering or, in the case of the IBD meeting, between the IVNC and the host national Mensa.

Mensa International will neither enter into such discussions/negotiations nor comment on their outcome. At least two months in advance of each in-person meeting, the IVNC will prepare and share a business plan with the ExComm liaison that details the purposes and amounts of funds being requested.

ExComm's IVNC liaison will review each business plan (and, if necessary, consult with the Mensa International Treasurer and other members of ExComm) before reporting back to the IVNC chair with a decision as soon as practical.

**Motion: 24-10, 25-11**

## **7.11 NAME AND LOGO COMMITTEE**

**Position:** Name and Logo Committee

**Term of office:** 2 years

**Main responsibilities:** The Name and Logo Committee is charged with ensuring the correct and permitted usage of the Mensa mark.

The primary function of the Name and Logo Committee is to ensure the correct and permitted usage of the Mensa mark, as set out in the Bylaws, Chapter 15.

In pursuit of that, the Committee:

1. Shall actively search for and identify internet domains and social media parties that use the mark "Mensa" or confusingly similar letters, words or terms in that party's domain name, products or services offered that have the potential to harm Mensa's reputation or dilute its trademark.
2. Shall investigate any apparent breach of the Mensa name or mark brought to its attention, whatever its source.
3. Shall report its initial findings to the Executive Director in the International Office, who will determine whether action by the Committee is appropriate or whether action is to be taken by the trademark attorneys retained by Mensa. The Executive Director, in turn, will inform the Committee of all ongoing legal actions being taken by the retained trademark attorneys to avoid duplicate or contradictory actions.
4. Shall keep the Executive Director informed of any cases where action by the Committee does not result in a successful resolution, so that further response may be made if necessary.
5. Shall give advice regarding use of the name and/or the logo to national Mensas on request. If such a request for advice comes from an Emerging National Mensa, the Committee shall involve the International Office in their advice since there may be specific arrangements in place.
6. Shall keep the rules on the use of the Name and Logo under review and make recommendations to ExComm regarding changes that it considers necessary.

7. Shall keep a record of all issues reported to it or advice sought and include all actions taken during its tenure in the required annual report to the IBD. This record shall include a list of all domains/URLs investigated.

The Committee shall primarily be responsible to, and interact with, the ExComm and the International Office, but shall also report annually to the IBD via its chair and ExComm liaison.

**Motion: 22-55, 23-07, 24-24**

## **7.12 STRATEGIC MANAGEMENT ADVISORY COMMITTEE**

A standing advisory committee on strategic management, known as the Strategic Management Advisory Committee, is established.

The Strategic Management Advisory Committee is charged with:

1. Continuously developing and maintaining the Strategy Document on format, wording, quantification of targets, and see to it that a recent version exists and that this version is made available.
2. Assist ExComm in all technical aspects during implementation of the strategy, as per its varied capacity, providing for example templates, forms, scoring sheets, calendar, control/audit plan and reporting formats.
3. Assist IBD and ExComm in translating targets into projects and timelines, and assist in the follow-up upon request.
4. Create and implement a basic improvement system of a suited kind (nonconformity management system, risk management system or similar) with a focus on strategic items and performance.
5. Create an audit/control schedule, reflecting the Strategy Document's need. Map and improve the existing reporting system as support to the MIL office and in cooperation with the International Director-Administration and IT-resources, central and de-central.
6. Perform actual audits as per request, on simple matters that retrieve

facts enough to give IBD enough facts, as per their request.

7. Build on past work, create and maintain documentation describing a good management cycle, and improve continuously. Further improve this towards training materials towards the added benefit of National Mensas.
8. Create and provide an annual cycle for the strategic management process(es), to be adopted by IBD and constitut a fixed attachment to the Strategy Document.
9. Assist in preparation of, and possibly take part in, a review by the ExComm at least annually. Advice and assist in the implementation of decisions made at this meeting.
10. Connecting with appointed responsible persons for “Strategy” in national Mensas and in Tasks and Projects that IBD creates for strategic purposes, and support with templates and advice where needed. Further develop this relation with focus on making it permanent or giving it over to future functions with this responsibility. Connect and cooperat with assigned point of contact in ExComm on such issues.
11. Continually develop its own remit with a focus on its own sustainability and the supporting value to Mensa International.

The IBD delegates to ExComm the appointment of the members of the SMAC each odd-numbered year.

The SMAC shall report to the Board through written reports and through its chair and/or ExComm liaison as necessary.

**Motion: 17-17, 24-32**

## **7.13 INTERNATIONAL SUPERVISORY PSYCHOLOGIST**

**Position:** International Supervisory Psychologist (ISP)

**Term of office:** 3 years

**Main responsibilities:** The International Supervisory Psychologist is charged with overseeing and supporting all intelligence testing performed in the name of Mensa.

### ***Qualifications:***

1. An earned doctorate in Psychology or Education or equivalent,

with emphasis on testing, particularly cognitive testing.

2. The ISP should have some knowledge of Mensa history and customs.
3. The individual should not be culture-bound, but should have some experience with other cultures, through education, employment, residence or extended travel.
4. The person should hold a current license (or registration or certification, as applicable).
5. The person should have knowledge and an interest in current international trends in cognitive testing.
6. The person should have at least some reading knowledge of more than one language.

### ***Responsibilities:***

1. To select and/or approve appropriate tests to be used by Mensa.
2. To establish the percentile as required by the Constitution, and to ensure that selection standards are maintained throughout Mensa.
3. To consult with international Mensa, with the national Mensa chairpersons, and with the national supervisory psychologists, with regard to tests.
4. To approve (or not) the credentials of candidate national supervisory psychologists, as put forward by their respective national boards. The respective national boards shall then appoint (or not) the approved candidates.
5. To coordinate and advise the national supervisory psychologists, as needed, and in conjunction with the IBD.
6. To establish regional supervisory psychologist areas, according to international needs.
7. To advise regarding the maintenance and development of Mensa policies and procedures regarding tests. This includes a review of

national groups' test report forms at least every two years. (This form is different from the annual statistics report.)

8. To provide new Mensa groups with information regarding test policies and procedures, as requested by the Executive Committee and as new groups begin.
9. To further aid in the development of new Mensa groups, as requested by the Executive Committee.
10. To remain knowledgeable regarding test standards and current developments in international psychology; and as relevant to Mensa, to inform the Executive Committee, directors, chairpersons and national supervisory psychologists of same.

**Motion: 04-26, 24-24**

## **7.14 MENSA HUB TEAM**

**Position:** Mensa Hub Team, committee

**Term of office:** 2 years

**Main responsibilities:** The Mensa Hub Team is charged with managing the Mensa Hub, which is Mensa International's main internal communications platform.

The Mensa Hub Team is a committee and shall:

- advise the ExComm on Mensa Hub policy.
- act as administrators and moderators to implement Mensa Hub policies.
- manage space assignments, settings, and organization.
- resolve technical issues.
- provide user training and technical support for optimal use of the platform.
- coordinate with developers to create additional modules to enhance the functionality of the Mensa Hub.

The Mensa Hub shall consist of three to seven members, appointed by the ExComm as delegated by the IBD. One member shall be appointed committee chair.

The Mensa Hub Team shall primarily be responsible to, and interact with, the ExComm liaison and the International Office, but shall also report annually to the IBD via its chair and ExComm liaison.

**Motion: 25-05**

## **7.15 DATA PROTECTION OFFICER**

**Position:** Data Protection Officer

**Term of office:** 2 years

**Main responsibilities:** The Data Protection Officer (DPO) is charged with advising the organization, including the executive committee and office staff, on best practices for handling personal data.

The Data Protection Officer shall:

- advise and assist in the organization's compliance with applicable data privacy laws and internal policies related to data privacy, and monitor the implementation of data protection strategies and compliance measures.
- act as the contact point for data subjects and the Information Commissioner's Office (ICO).
- regularly report on the organization's compliance to the International Board of Directors.

**Motion: 25-06**

## **7.16 SOCIAL MEDIA TEAMS**

**Position:** Social Media Teams

**Term of office:** 2 years

**Main responsibilities:** For each official social media account, a team of content creators, managers, and moderators will foster a civil and inclusive environment, manage membership requests, and handle moderation as necessary according to the approved policy and Code of Conduct for each social media platform.

All team members must be members in good standing of their national Mensa and of Mensa International. A Team Leader will be appointed for each team. The Team Leader for each social media platform shall also recommend to the ExComm additional team members to be appointed as necessary throughout the term and suggest changes to the Code of Conduct if they believe that changes are needed or helpful.

**Motion: 25-12**

## **7.17 PHOTOCUP TEAM**

**Position:** PhotoCup Team, committee

**Term of office:** 2 years

**Main responsibilities:** The PhotoCup Team is charged with:

- Deciding the theme and deadlines for each year's competition.
- Creating the final versions of all materials (posters, updated rules, guidelines, jury invitation) and sends them to the ExComm liaison for PhotoCup, MI Office staff, News Team Chair, and MWJ Editor, in order to make sure everyone responsible for promoting PhotoCup receives the information they need.
- Sending all relevant PhotoCup materials and information to national Mensas.
- Responding to queries from national Mensa photography competition coordinators and members in a timely manner.
- Appointing a PhotoCup jury for each year, updates the criteria for judging (if necessary), and liaises with the jury members, as appropriate.
- When the jury's rankings are known, sending the full names and national Mensa/country names of the top 10 photographers, as well as copies of their original images and the titles of their photos, to the ExComm liaison, MI Office, News Team Chair, and MWJ Editor.
- Creating digital certificates for the top 10 photographers and sends them directly, or via the national Mensa PhotoCup coordinator, as

appropriate.

- Liaising with the MI Office to purchase and send prizes to the winner and runners-up.
- Uploading all relevant documents, images, and other materials for each PhotoCup competition to a shared archive.

**Motion: 25-15**

## **7.18 COMMUNITY EVENTS TEAM**

**Position:** Community Events Team, committee

**Term of office:** 2 years

**Main responsibilities:** The Community Events Team is charged with:

- Creating and organising online events for the global Mensa community.
- Facilitating opportunities for social, cultural and intellectual interaction between all members, with a specific focus on encouraging the involvement of Direct International Members and national Mensa members who, for a variety of reasons, may not (often or at all) be able to meet up in person with other members.
- Actively promoting events and activities via close collaboration with the ExComm liaison, national Mensa events coordinators, News Team, MWJ Editor, International Communications Officer(s), SIG coordinators/organisers, and the Facebook Team.
- Online “Events” could include webinars, lectures, games, quizzes, discussions and debates, hangouts, and any other online activities that the Community Events Team considers to be stimulating and enjoyable.
- Creating (and keeping updated) an online events calendar (including dates, times, links, etc.) that is disseminated to members via the various MI and national Mensa communication channels.
- Responding to queries from members and fellow volunteers in a timely manner.

## **7.19 USER SUPPORT TEAM**

**Position:** User Support Team, committee

**Term of office:** 2 years

**Main responsibilities:** User Support Team is charged with:

- Dealing with queries and requests for assistance from members unable to log in to member.mensa.org, and responding to e-mails in a timely manner. (Queries and requests from members are also passed onto user support from MI Office staff and volunteers.)
- Liaising with national Mensa volunteers/staff to resolve a variety of issues reported by members (e.g. membership status updating, vanity e-mails, username changes, and related matters).
- Providing volunteers with the website permissions they need to carry out their various reporting/uploading duties.
- Providing advice and how-to instructions to volunteers with reporting/uploading responsibilities.

**Motion: 25-15**

## **8. Intelligence Testing**

### **8.1 NO NM SHALL TEST BELOW AGE 10**

No national Mensa shall administer tests to children under the age of 10 years for the purpose of admission to Mensa.

**Motion: 96-13**

### **8.2 THE ISP DEFINES “INTELLIGENCE TEST”**

In Article III, Section A of the Constitution, the words “on an intelligence test”, are subject to definition by the ISP.

**Motion: 96-17**

### **8.3 TESTING REQUIREMENTS FOR NMs AND PROCTORS**

1. No member may conduct testing on behalf of Mensa unless expressly permitted to do so by a national Mensa or by Mensa International.
2. No national Mensa may conduct testing without approval and supervision from their National Supervisory Psychologist, who in turn must have been approved by the International Supervisory Psychologist. The National Supervisory Psychologist shall have the full cooperation of the national board on all matters of testing.
3. No member shall be appointed to the role of test proctor without first receiving appropriate training. Mensa International and the International Supervisory Psychologist shall provide the minimum standards for such training.
4. Proctors will normally only test individuals in those countries in which they were appointed as proctor. The proctor must only apply tests that are approved by the ISP and the NSP of their country.
5. The proctor must be able to clearly explain the instructions in a language commonly used and accepted in the designated country, and acceptable to the individual being tested. This is applicable when allowed to test individuals from another country (see below)

- as well as in the proctor's own country.
6. No national Mensa may appoint members in countries without a national Mensa to serve as test proctors without express permission from Mensa International.
  7. No national Mensa may conduct testing outside of its national territory unless it is a Full National Mensa expressly permitted to do so by Mensa International following a validation of the testing procedures of the national group in question.
  8. Successful candidates in countries without a national Mensa shall be offered Direct International Membership. Exceptions can be made in special cases when membership in the national group conducting the testing would be more appropriate, with permission from the Director of Development at the request of the national Mensa.
  9. No testing material used by Mensa may be shared with anyone who is not an appointed proctor.
  10. Any testing materials in the possession of a proctor must immediately be returned to the NSP or Mensa International, as appropriate, when the proctor's appointment ends.

**Motion: 02-14, 16-30, 22-41**

#### **8.4 TESTING MATERIALS ARE CONFIDENTIAL**

IQ testing materials and results, including test scores, test papers (scored or un-scored) and testing instructions are to be considered highly confidential. Access should be limited to officially appointed proctors (only for the tests that they give), those assigned to score tests and inform test takers of results, Supervisory Psychologists (for the test materials and results within their region) and the International Supervisory Psychologist.

**Motion: 07-16**

#### **8.5 NATIONAL SUPERVISORY PSYCHOLOGIST**

A National Supervisory Psychologist (NSP) will oversee Mensa's admissions practices including prior evidence and admissions testing. The position also oversees the proctor network, if there are proctors in a

national Mensa.

Every appointment of an NSP must be preceded by approval of the NSP by the ISP. In the case that the ISP will also be the newly appointed NSP, the appointment takes effect only after being confirmed by ExComm. Under all circumstances the NSP has to follow the professional directions of the ISP related to testing.

The ISP considers only professional psychological aspects of such an appointment. The business part of the appointment is the responsibility of the national Mensa.

Detailed requirements for NSP qualifications, as well as a detailed list of NSP responsibilities, are to be specified by the ISP, and shall be made available to all interested parties by the ISP and the Mensa International Office.

**Motion: 22-21, 25-35**

# 9. National Mensas

## 9.1 EMERGING MENSAS

### 1. General

- a) An Emerging Mensa (EM) is a group of Direct International Members that has been recognized by ExComm as the sole representative of Mensa in their country, as a necessary step towards establishing a Full National Mensa.
- b) The official representative of the EM is the Organizing Committee, which is appointed by, and answerable to, ExComm. Notwithstanding, ExComm may seek the opinion of the EM membersthrough an election-like process when making the appointment. The Organizing Committee can also be removed by ExComm.
- c) An official registration as a legal entity with official authorities is not a requirement for EM status and should not be done without the prior permission of ExComm. In case such a registration is needed for practical reasons, the name “Mensa International - [country]” or similar shall be used, as agreed with ExComm. Names of the type “Mensa [country]” are reserved for Full and Provisional National Mensas.

### 2. Rights of an EM

An EM shall have the following rights:

- a) To be the main coordinator of social Mensa activity in the country and to speak on behalf of their EM to media and the public.
- b) To include by default all Direct International Members residing in the country.
- c) To receive an agreed portion of the membership fee collected by MIL, for Mensa purposes. The size of this portion is to be settled along with the yearly MIL budget approved by the IBD.
- d) To use contact data that it receives from Mensa International for the purposes of providing services to the members.

- e) To use online services offered by Mensa International to facilitate communication with and between the members.
- f) To use the “Mensa International” name and logo when advertising its activities, in accordance with these Bylaws.

### **3. Requirements for Emerging Mensas**

In order to be recognized by ExComm, and to continue to enjoy the EM status, the group must have:

- a) An appointed “Organizing Committee” of at least three members.
- b) Held social events at least monthly for the last twelve months.
- c) An online members-only community to which all members are invited.
- d) A newsletter with information about events and issues within the group, at least every two months.
- e) Test arrangements approved by the ISP and the International Office.
- f) Organized an Annual Gathering.
- g) No less than 50 dues-paying members.
- h) Share the following documents with Mensa International in machine-readable format:
  - The latest version of the national constitution if and when available; English version and original if not in English.
  - The latest edition of the national periodical newsletter or magazine.
  - Minutes from the annual general business meeting and from extraordinary general meetings (if they happen), annual financial reports, election reports, and other reports if relevant.
- a) Submitted a report once a year, in time for the face-to-face IBD meeting, in the format that has been made available by ExComm.

ExComm has full authority to recognize and de-recognize Emerging Mensas, and must inform the IBD whenever such a decision is made.

## **9.2 PROVISIONAL NATIONAL MENSAS**

### **1. General**

- a) A Provisional National Mensa (PNM) is a legal entity conducting activities under the name “Mensa” in a country with approval by the IBD, in accordance with the international Constitution of Mensa.
- b) A PNM must use a designation of the style “Mensa [country]” or similar instead of “Mensa International [country]”.
- c) PNM’s operate independently of Mensa International in their day-to-day business, but must follow the policies set by the Constitution and these Bylaws.
- d) In particular, the supreme governing document of the PNM is the national constitution which must conform to the minimum standards set by the IBD and be approved accordingly by the Constitutions Review Committee.
- e) A PNM is an intermediate stage between Emerging Mensa and Full National Mensa status. Consequently, each PNM belongs to either one of these two categories:
  - A former EM on its way to FNM recognition
  - A former FNM that has lost that status and will have to regain it.
- f) The intermediate nature of PNM status does not imply a time limit as long as the group is in compliance with the requirements listed here. A non-compliant PNM has a limited time available to achieve full compliance again or risk de-recognition.

### **2. Rights of Provisional Mensas**

- a) A PNM has the right to operate independently under its own constitution.
- b) A PNM has the right to administer its own members and elect its own leadership.

### **3. Requirements for Provisional Mensas**

A PNM is subject to the same list of requirements as an FNM (see 9.3), with two exceptions:

- a) Initial required minimum membership number for a PNM is 100 dues-paying members, not 250, over four consecutive quarters. Following initial recognition as a PNM, a minimum of 80 members is needed to maintain PNM status.
- b) Initial recognition as PNM requires having held one annual business meeting, instead of two.

#### **4. Changing of Status**

##### **a) Automatic recognition for former EMs**

The IBD will automatically approve an application by an EM to become a PNM when it receives formal notice from ExComm that the group has met all the criteria for PNM status, following a review by the International Office.

##### **b) Transfer of members from MI to the PNM**

The members of an EM will transfer from being DIMs to being members of the PNM when it is recognized as such. At this point, the roles of MI and the PNM with regards to member administration will be reversed. Instead of MI administering the members' data and sharing a subset of necessary personal information with the EM, it will now be the PNM that administers the data and shares a subset with MI in accordance with these Bylaws.

##### **c) Removal of PNM status**

A Provisional National Mensa that has been found non-compliant with regards to requirements listed in these Bylaws shall be given formal notice thereof from ExComm. Such notice shall be published to the members of the PNM, and to the IBD.

The non-compliant PNM shall typically be given 12 months to become compliant again. At the end of this period, if the non-compliance persists, ExComm must present the IBD with a motion to derecognize the group. This does not preclude earlier intervention by the IBD, if so warranted, on a case-by-case basis.

The members of a derecognized PNM shall immediately be offered Direct International Membership. From this point, a new EM may be created. Such a creation is not automatic upon derecognition of a PNM.

## **9.3 FULL NATIONAL MENSAS**

### **1. General**

- a) A Full National Mensa (FNM) is a legal entity conducting activities under the name “Mensa” in a country with approval by the International Board of Directors, in accordance with the international Constitution of Mensa.
- b) FNMs operate independently of Mensa International in their day-to-day business, but must follow the policies set by the Constitution and these Bylaws.
- c) The supreme governing document of the FNM is their national constitution which must conform to the Minimum Standards set by the IBD and be approved accordingly by the Constitutions Review Committee.

### **2. Rights of Full National Mensas**

- a) To operate independently under its own constitution.
- b) To administer its own members and elect its own leadership.
- c) To take part in the governing of Mensa International through representation on the IBD.
- d) To share in the distribution of licensing revenue accrued to Mensa International, in accordance with the principles established in these Bylaws.
- e) To apply to host the annual meeting of the IBD.

### **3. Requirements for Full National Mensas**

#### **Governance**

- a) Have set up a legal entity of a format suitable for a non-profit organization like Mensa, and had that entity registered with the appropriate government authorities. Prior approval by ExComm is required before making this step.
- b) Have adopted a national constitution approved first by the International Constitutions Review Committee (CRC) and then by the members, and agreed to submit any subsequent amendments to the CRC for approval prior to their becoming effective.

- c) Hold annual business meetings of the general membership. Two consecutive meetings, the latter of which must have taken place after recognition as a PNM, is a requirement for initial recognition as a FNM.
- d) Have at least 250 dues-paid members for three consecutive quarters. For FNMs that were recognized as such with fewer than 250 members in total, but at least 100 members per million of the population, in accordance with the rules in effect at the time, this requirement of 250 members shall be waived until these FNMs reach 250 members for three consecutive quarters.
- e) Maintain an archive of official or otherwise relevant documents.
- f) It is a requirement for maintained recognition as a National Mensa that the group's own national constitution is followed. Prolonged non-compliance with the national constitution may result in corrective action by the IBD, even if the other obligations to Mensa International here listed are met.

### **Obligations to Mensa International**

- g) Send a component payment and a component report to the International Office quarterly, as required by these Bylaws; see separate bylaw 9.6 “Component report”.
- h) Provide member data to Mensa International at least monthly, as required by bylaw “11.1 International Member Directory”. Automatic integration with Mensa International's database is recommended, but not a requirement.
- i) Share the following documents with Mensa International in machine-readable format.
  - The latest version of the national constitution; English version and original if not in English.
  - The latest edition of the national periodical magazine.
  - Minutes from the annual general business meeting, and from extraordinary general meetings (if they happen), annual financial reports, election reports, and other reports if relevant.
- j) Submit a report to the IBD once a year, in time for the face-to-face

IBD meeting, in the format that has been made available by ExComm.

### **Testing & PR**

- k) Conduct testing activities in accordance with these Bylaws and under the supervision of a qualified national psychologist, approved by the ISP.
- l) Maintain detailed records of testing and admissions.
- m) A website with information on how to join Mensa, take a test, etc.
- n) Actively work to recruit new members and grow the organization.

### **Obligations to the members**

- o) Have provided each member with access to the international Constitution of Mensa and the national constitution approved by the members and the CRC.
- p) Have ensured that all members can have international good standing, i.e. be included in the international member database without having to request this.
- q) Have published a newsletter to all its members at least six times within the past year. This must include the mandatory parts of the Mensa World Journal.
- r) Held social events at least monthly for the last twelve months.
- s) Have organized an Annual Gathering and an annual business meeting, the minutes of which, including financial reports, and other relevant documents, shall be published to the members.
- t) Have an online community to which all members are invited.

### **4. Changing of Status**

- a) Initial recognition of a PNM as a FNM by IBD is automatic when the IBD receives formal confirmation from ExComm that the national Mensa satisfies the criteria listed above.
- b) The regaining of FNM status following a temporary change to PNM status is not automatic, but shall require a majority vote by the IBD.

- c) In both cases (a) and (b), accession by a national Mensa to FNM status shall be possible no sooner than 12 months after getting PNM status.
- d) A FNM that has been found non-compliant with regards to requirements listed in these Bylaws, shall be given formal notice thereof from ExComm, and 12 months to become compliant again. Such notice shall be published to the members of the FNM, and to the IBD. At the end of this period, if the non-compliance persists, ExComm must present the IBD with a motion to change the status of the group from FNM to PNM status, to be voted on without undue delay.

**Motion: 23-07, 24-05, 25-07, 25-18, 25-19, 25-20**

## **9.4 FIVE YEAR REVIEW OF EMERGING MENSAS**

Any Emerging Mensa that is not recognized as a Provisional Mensa within five years of its recognition as Emerging shall have its status formally reviewed by the ISC and given a period of no more than one year in which to achieve Provisional Mensa status.

If insufficient progress is made in that time or, if the formal review by the ISC reveals that the organization and leadership of the Emerging Mensa are unable or unwilling to take the necessary actions, ExComm shall take whatever measures it considers to be in the best interests of the membership.

**Motion: 20-21, 23-07**

## **9.5 MENSA USES OLYMPIC CRITERIA FOR COUNTRIES**

Recognition by the International Olympic Committee (IOC) that a country is an independent nation will be used by Mensa as the basis for determining whether a group of members in a geographic place may qualify as a national Mensa of its own, rather than be a part of another national Mensa.

There can be no more than one national Mensa in any single country.

With permission from ExComm, a national Mensa may encompass a country other than the one in which it is legally established.

**Motion: 05-08, 18-11, 23-08**

## **9.6 NM AND MIL FINANCES**

These rules apply to Provisional and Full National Mensas and not Emerging Mensas.

### ***Component report***

The term “component” is used to describe the percentage levy that each national Mensa must pay to Mensa International under the Constitution of Mensa, section XI.A (which is also referred to as “contribution” in Constitution of Mensa section V.D). In accordance with the Constitution, the levy is applied uniformly to all national Mensas.

The amount owed by each national Mensa, called the “component payment”, is calculated after the end of each quarter by multiplying the amount of membership dues payments received by the national Mensa in that quarter by the component.

If, however, the membership fee of the national Mensa is lower than 30 GBP, the component payment is instead calculated as component multiplied by 30 GBP multiplied by the number of members in total.

Each national Mensa must submit a report detailing the amount owed, called a “component report”, to Mensa International no later than one month after the end of each calendar quarter, i.e., 31<sup>st</sup> January for the quarter ending 31<sup>st</sup> December, 30<sup>th</sup> April for the quarter ending 31<sup>st</sup> March, 31<sup>st</sup> July for the quarter ending 30<sup>th</sup> June, and 31<sup>st</sup> October for the quarter ending 30<sup>th</sup> September.

The report should be submitted to the MIL office and to the International Treasurer in electronic form; though, if a non-electronic payment is made, a paper copy of the component report should be filed along with the non-electronic payment.

### ***Component paid quarterly to MIL by all NMs***

By authority of Article XI.A. of the Constitution of Mensa, all national Mensas shall pay an assessment to MIL to finance the operations of MIL and such assessment shall be paid in quarterly installments, unless otherwise agreed by the International Treasurer, with reports of membership fees and dues collected.

### ***Permissible deductions from component***

Every NM is allowed to deduct government taxes, charges made by credit card companies and charges made by banks specifically in relation to authorised annual payment of subscriptions prior to computing the assessment when the levy authorised by Constitution XI A is in the form of a percentage, as authorised by Constitution XI.A.3.

### ***All NMs pay their own bank charges for transfers to MIL***

Each Mensa group shall pay its own bank charges when transferring funds to MIL for payments of components or any other charges that may arise.

### ***NMs responsible for finance***

IBD emphasises that Constitution IX-A-2 places total responsibility for finance, publications and other matters on national Mensas. The levy authorised by Constitution XI.A.3, if in the form of a percentage, shall be assessed against the full amount of the subscription that a national Mensa is entitled to, regardless of whether the national Mensa allocates a portion of its subscription to a different purpose before actually receiving it.

**Motion: 85-36, 91-43, 91-44, 06-11, 06-13, 18-14, 21-08, 23-07, 23-20, 25-28**

## **9.7 MINIMUM STANDARDS FOR ARCHIVES AND DOCUMENTATION**

In addition to the initial and continuing requirements for Emerging, Provisional, and Full National Mensas found elsewhere in this section, the following apply.

### ***Member data to be stored***

For a Full National Mensa and a Provisional National Mensa to continue to be recognised as such, it must keep the following information on file for all its members:

- A. Name of psychologist/institution certifying the test result, and the name and version of the test taken for certification of the Mensa admission criterion.
- B. In addition, for members accepted based on prior evidence: Psychologist/institution certifying the validity of prior evidence as the Mensa admission criterion and the date of certification.

C. Date member was accepted into membership of Mensa.

D. Current membership status.

### ***Archive***

Each national Mensa shall set up and maintain an archive that will contain at least the most relevant documents concerning the management decisions, elections and referenda, financial positions, membership activities and legal documents. It must contain, but is not restricted to:

1. national constitution and articles of association (or similar documents as used in that country);
2. management decisions (minutes of Board Meetings);
3. minutes of annual business meetings of the general membership;
4. publications of their national magazine;
5. publication of all formal election material;
6. material concerning referenda;
7. annual membership lists;
8. contracts;
9. end-of-year financial documents.

**Motion: 84-31, 99-13, 99-17, 03-29, 05-38, 14-05, 21-09, 23-07**

## **9.8 REQUESTS TO NATIONAL MENSAS**

### ***GY liaison***

The IBD recommends that every national Mensa appoints a Gifted Youth international liaison to stimulate discussions and exchange of views.

The IBD accepts the following charge for the Gifted Youth international liaisons.

The role holders shall:

- A. Be responsive to questions on the Gifted Youth Committee forum on the website of Mensa International on specific national topics.
- B. Stimulate discussions and exchange of views on the forums.

The role holders should:

1. Be knowledgeable on the programs for the gifted youth and activities in his or her own country.
2. Be committed to make Mensa's international Gifted Youth forum a success.
3. Preferably be involved in their national education system.

Each GY international liaison may have reporting duties to its national Mensa and has no reporting duties to IBD.

### ***Community outreach***

Mensa International encourages all national Mensas to actively promote community outreach programs which will enhance Mensa's image in the world, and especially to support organizations whose goals are in line with the Constitution of Mensa.

### ***Votes at National Mensa General Meetings***

The IBD recommends that each national Mensa adopts a policy to allow a member to hold at most three votes at meetings where voting by proxy is allowed, i.e. the member's own vote and those of two other members. This would apply at all business meetings / general meetings.

### ***NM E-mails for chairman and office***

Every national chapter is asked to create special e-mail accounts for its Chairman and office (e.g. chairman@xx.mensa.org).

**Motion: 97-43, 12-09, 16-06, 21-10, 22-02, 23-07,25-19**

## **9.9 NATIONAL MENSAS (NMs) SHOULD PUBLICISE OTHER NMs' CHARITABLE ORGANIZATIONS**

The IBD recommends that national Mensas publicise Mensa charitable organizations. This includes soliciting donations, advertising subscriptions to publications, and encouraging participation in events.

**Motion: 24-19**

## **9.10 OPINIONS OF WRITERS NOT THOSE OF NM MAGAZINE**

The IBD strongly recommends that the following wording (McNulty), or a substantially equivalent form of it, as appropriate, be included in national Mensa publications:

“The articles and other items contained in this publication and the opinions expressed, are attributable to the individual authors and, unless otherwise expressly stated, are not the work or opinion of [insert legal name] nor of its’ officers, servants, or agents. Similarly, unless otherwise expressly stated, any advertisement or offer in respect of goods or services contained in this publication are offered by the person, firm, or company placing the advertisement or offering goods/services and are not connected with [insert legal name]. Readers should note particularly that any activities organized by, or goods/services offered by, or on behalf of, any member or group, is not an offer by [insert legal name] unless approved by its governing Committee and expressly stated to be an offer by [insert legal name]. Accordingly, any comment, query, complaint or other matter relating to, or arising out of, any such article, advertisement, offer or other item should be addressed to the person, firm, or company concerned and not to [insert legal name], and [insert legal name] disclaims any responsibility or liability in connection with any such article, advertisement, offer or other item.”

**Motion: 91-49**

# 10. Minimum Standard Constitutional Requirements

## 10.1 INTRODUCTION

Mensa International is an international society composed of national chapters and individual members all over the world. Its sole qualification for initial membership is scoring at or above the 98<sup>th</sup> percentile on any of a wide range of standardized intelligence tests. That sole qualification distinguishes Mensa from many other membership organizations, in that it brings together members irrespective of gender, race, age, ethnic origin, religion, political outlook, sexual orientation, disability, or anything else other than intelligence. Mensa is not a governmental organization and does not exist for profit purposes. New members do not have to be voted in by those who are already members.

The highest governing document of Mensa International, which was voted on by the worldwide membership, is the Constitution of Mensa. The Constitution of Mensa provides for an international governing body, called the “International Board of Directors (IBD)”, and allows the IBD to determine conditions by which members in individual countries are allowed to form national chapters, called “national Mensas”. One of those conditions is that each national Mensa must have a governing document that meets certain minimum standards. This document that you are reading, the Minimum Standard Constitutional Requirements (MSCRs), lists those minimum standards.

Each constitution of a national Mensa should have the date of approval clearly stated.

### *Purpose*

The purpose of the MSCRs relates to that part of the international Constitution of Mensa which requires that a group applying for recognition as a national Mensa must have its governing documents “approved as meeting the [IBD's] requirements (and) have agreed to submit any amendments ... to the [IBD] for approval before making such amendment

effective ....” (Although the international Constitution of Mensa, and therefore the MSCRs, uses the words “national constitution” when referring to a national Mensa’s governing document, the provisions apply to the principal governing document(s) of any national Mensa, whether titled “Constitution”, “Statutes”, “Bylaws”, “Memorandum/Articles of Association”, or other name.) It follows that once a national constitution has been approved by the Constitution Review Committee and adopted by the national Mensa’s membership, any proposal to change it must also be approved and adopted in the same way.

The mandatory (compulsory, essential) provisions of the MSCRs, which must be followed, are designed to make sure that all national groups:

- (a) share Mensa's basic nature and purpose;
- (b) follow the basic rules of admitting individuals to membership;
- (c) provide all their members with an opportunity to take part in the election of the national governing body and other elected national officers;
- (d) provide all their members with an opportunity to vote on the highest governing document of their national Mensa;
- (e) provide all their members with an opportunity to take part in international elections and referenda.

### ***Procedure***

The IBD has appointed the Constitutions Review Committee (CRC) to advise new groups preparing their national constitutions, to examine their proposals, and to approve them (or otherwise). Similarly, the CRC must be consulted and approval obtained before existing constitutions are changed.

If any of the provisions in the MSCRs conflicts with national law, the Constitutions Review Committee (CRC) will

- (a) take this into account when reviewing your proposed constitution,

and

- (b) work with you to find wording that will satisfy the national law,

while coming as close as possible to the MSCR.

For further guidance, contact the CRC. The CRC's name and address can be obtained from the Mensa International Office.

### ***Instructions for Use***

Each of the mandatory requirements, collected in section 10.2 below, has a title. Where applicable, there is also a reference to its source in the international Constitution of Mensa (Constitution) or to a different section of these Bylaws (Bylaws).

Examples of how to write these sections appear in the Guidelines of Mensa International document, which is available on Mensa International's website. The text in the examples need not be used word for word, but the CRC will examine whatever wording you submit to make sure that the proposed text meets the purpose of the requirement.

In addition to the required sections, there are recommended sections, which appear in section 10.3 below and examples of which are also in the Guidelines document; these are sections that are not required but are areas we think you should consider.

And finally, in a separate document, an entire model national constitution is provided for your consideration. If you like the way one part of the model national constitution is worded, use that, and if you do not like the way another part of it is worded, do not use that; but the model shows one way to both satisfy the requirements and include other sections that are not required but still useful.

Many users of this document will of course be drafting their constitutions in their own languages, as well as in the English version required by the CRC and Mensa International. The two versions, i.e., the one in the native language and the one in English, should be as close to each other as possible; but, if a conflict arises between the two, the one in the native language takes precedence. If a translation into English is deliberately misleading, the consequences for the national Mensa could be severe, perhaps as much as derecognition in extreme cases, so please take the task of translating seriously.

Also, many countries have their own traditions about how governing bodies

and officers are referenced, and all of those are acceptable; the titles used here, “National Committee” and “Chair” and “Officer”, are used for convenience only.

## **10.2 MANDATORY PROVISIONS**

Mandatory requirements to be included in the national constitution of a national Mensa:

1. A statement describing the nature (purposes) of Mensa. (See also Constitution I-A.)
2. A statement describing the activities of Mensa. (See also Constitution I-B.)
3. A policy statement regarding the community. (See also Constitution II-A.)
4. A policy statement covering opinions and actions in the name of Mensa. (See also Constitution II-B.)
5. A statement covering opinions of individual members. (See also Constitution II-C.)
6. A statement indicating that Mensa does not exist for profit purposes. (See also Constitution II-D.)
7. A statement specifying the governing law. (See also Constitution XII-A.)
8. A statement that the national Mensa is subject to the International Constitution of Mensa and the International Bylaws
9. A statement regarding the use of the Mensa name and logo. (See also Bylaws 15.)

10. A statement of financial obligations to Mensa International.  
(See also Constitution XI-A.)
11. A statement of eligibility for membership. (See also  
Constitution III-A.)
12. A listing of conditions for membership. (See also Constitution  
III-C-1.)
13. A statement of the consequences of non-payment of dues.  
(See also Constitution III-C-2.)
14. A definition of the term “Member in Good Standing”. (See  
also Constitution III-F.)
15. A statement that Mensa has only one class of membership,  
and each member in good standing has equal rights and  
privileges, except insofar as a class of membership known as  
guest membership is permitted. (See also Constitution III-B-4  
and Bylaws 11.2.)
16. A statement that all members of the board should be members  
in international good standing. (See also Bylaws 11.1.)
17. A definition of the governing body.
18. A description of the qualification of elected officers.
19. A description of the duties of elected officers.
20. A statement of how vacancies on the governing body may be  
filled.
21. A statement that members of a national committee shall not be  
paid. (See also Constitution XI-D.)

22. A statement that a National Supervisory Psychologist is mandatory. (See also Bylaws 8.5.)
23. A statement of the terms of office of elected officers.
24. Provisions for removal of elected officers.
25. Provisions for removal of members of the national committee by the membership.
26. A provision that the national committee must inform all members on all changes of national Mensa regulations.
27. A statement regarding members' rights, including the rights to attend social activities as well as business meetings, and participate in membership services.
28. A statement establishing the frequency of regular meetings of the national committee, with provisions regulating quorum requirements, procedure, and special meetings of the committee.
29. Provisions for an annual business meeting of the general membership.
30. A description of the election supervisor and their duties.
31. A description of nominating procedure, timing, and format.
32. Provisions for election of the members of the national committee by postal ballot or by another method that allows participation by all members, regardless of their physical location. (See also Constitution XII-C.)
33. Provisions for referenda of the membership by postal ballot or

by another method that allows participation by all members, regardless of their physical location. (See also Constitution XII-C and XII-D.)

34. A provision to maintain an archive.
35. A statement dealing with dispute resolution. (See also Constitution III-D.)
36. A statement covering sanctions. (See also Constitution III-E-1 and Bylaws 13.3 and 13.5.)
37. Ombudsman or equivalent function. (See also Constitution VIII-A-1.)
38. A description of proceedings for fair hearings
39. A procedure for amending the national Mensa constitution. (See also Constitution XIID.)
40. A statement acknowledging that amendments to the national Mensa constitution must have prior approval by the Constitutions Review Officer. (See also Constitution IX.)
41. A provision for the voluntary dissolution of the national Mensa.
42. A provision for involuntary dissolution on de-recognition by the IBD.
43. A provision that amendments to the national constitution must conform to IBD minimum constitutional standards.

### **10.3 RECOMMENDED PROVISIONS**

In addition to the above essential requirements, certain additional

provisions will be needed to make the document complete. It is recommended that the provisions described below be included:

44. A provision for appointed officers, if desired.
45. A provision for a paid administrator, if desired.
46. Provisions for calling an extraordinary business meeting of the general membership.
47. Provisions regarding the design of ballots.
48. Provisions regarding ballot observers.
49. Provisions regarding election certification and notification.
50. Provisions permitting the national committee to organise or recognise local groups of members to facilitate activities.
51. Provisions for establishing Special-Interest Groups (SIGs).
52. A description of the review of annual financial statements / a fiscal audit.

#### **10.4 RECOMMENDED TEXTS FOR MANDATORY & RECOMMENDED PROVISIONS**

The IBD delegates to ExComm and the CRC, to provide a comprehensive list of example texts for all mandatory requirements and recommended provisions. While alternate wordings may be used, this list is to be considered as recommended texts. Joint approval by both ExComm and the CRC is required to update said list.

**Motion: 92-27, 05-39, 06-46, 08-06, 17-04, 18-18, 18-19, 20-18, 22-22, 22-42, 22-43, 25-20, 25-22, 25-23, 25-24, 25-25, 25-26**

# 11. Membership

## 11.1 INTERNATIONAL MEMBER DIRECTORY

In order for Mensa members to be guaranteed to be recognized as being in “good standing” outside of their national Mensa, it is a requirement that their membership is verifiable through Mensa International.

Mensa International shall maintain an electronic directory of all current members of Mensa in the world. Internationally, i.e. outside of the national Mensa of a member, this directory shall serve as the master source of membership status information.

The minimum mandatory personal data to store is name, national Mensa, membership ID, contact information, renewal date and membership status (good standing, lapsed, expelled etc).

All national Mensas are required to submit timely updates of their member data to the directory. Mensa International shall ensure that the database meets required security and data protection requirements and shall provide a simple technical means for the submission of this data on a regular basis.

Mensa operates on the principle that membership is universal, although members belong to national chapters for administrative reasons. In order to fulfil that fundamental concept Mensa International needs to know who the members of Mensa are.

It is necessary for Mensa International to process personal data for the performance of the contract between individual members and Mensa, that each member is subject to as long as they are a member.

The Constitution of Mensa, which underpins all Mensa activity, currently requires that all members accept by virtue of being members, that their name and addresses may be published in members lists authorized by the IBD. It is therefore implicitly the case that all members worldwide have to share this personal data with Mensa International in order to comply with this paragraph. (III.C.1e)

Mensa International will store membership information for the following purposes:

- (a) To allow for authentication of the membership status of persons.
- (b) To inform members about important matters that affect their membership.
- (c) To conduct international elections and referenda, where all members worldwide have a constitutional right to participate.
- (d) To facilitate requests for transfer from one national Mensa group to another. (III.B.2)
- (e) To facilitate access to services, member events and activities outside of a member's own national Mensa.
- (f) To ensure that no person is a member in more than one national Mensa at any one time. (III.B.3)
- (g) To ensure that expulsions of members take effect across all national Mensas, and Mensa International.

In addition to the purposes stated above Mensa international also processes member data based on a legitimate interest: To communicate directly with all members through newsletters, bulletins and the like. (Members would have a right to object to this processing by unsubscribing to the newsletter.)

Mensa International shall maintain appropriate technical and organisational security measures to a level of data protection appropriate to the risk of the processing. Access by Mensa members to member data shall be limited to officers that require access in order to comply with their remits. Membership data is not going to be shared outside of the organisation except when necessary to carry out legitimate member services, and then only in accordance with relevant laws and good practices.

Mensa International and each national Mensa are considered Joint Controllers for the processing of data.

It is the responsibility of the national Mensa to inform members about the

data processing and to respond to any member enquiries or requests regarding membership data and data subject rights, in accordance with relevant laws in their corresponding countries.

If a member of a national Mensa contacts Mensa International with a concern about their personal data, they will be referred to their national Mensa.

**Motion: 15-17, 21-25, 22-44**

## **11.2 ONE CLASS OF MEMBERSHIP, EXCEPTIONS**

The Constitution provides for only one class of membership and each member in good standing must have identical rights and privileges except for the special conditions re: guest membership (Constitution III.B.4) and except that members who join Mensa after the cut-off date for voting in a particular election may not vote in that election. The only acceptable violation of this rule will be a rule of national law, which cannot be overruled in any way.

**Motion: 92-26, 06-52, 12-35, 16-34**

## **11.3 SEND THE CONSTITUTION TO ALL NEW MEMBERS**

The constitution of Mensa is to be circulated to DIMs upon their joining and made available to DIMs when it is modified. National Mensa groups are required to circulate the Constitution of Mensa to their members on joining Mensa and to make it available to all their members when it is modified.

**Motion: 80-May, 05-35**

## **11.4 MEMBERSHIP TRANSFER APPROVALS**

Transfers of Membership under the terms of Constitution III.B.2 will be considered only when there are practical reasons for membership not being granted by residence or citizenship. Transfer should not normally be considered for reasons such as disagreement with the decisions or plans of a national Mensa board.

Any request made to IBD for reassignment of membership from an FNM or PNM to another FNM or PNM under Constitution III.B.2 shall automatically be approved, provided that the Chairs of the two FNMs or PNMs concerned each approve the reassignment.

Any request made to IBD for reassignment of membership from an FNM or PNM to Direct International Membership or the reverse under Constitution III.B.2 shall automatically be approved, provided that the Chair of the national Mensa concerned and the Director of Development each approve the reassignment.

If at least one of the chairs of the two national Mensas involved in transfer request, or at least one of the national Mensa chair and the International Director-Development in the case of DIMs, does not agree to the transfer request, then the request goes to the IBD or its designee.

**Motion: 08-43, 18-05, 20-16, 22-45**

## **11.5 MEMBERSHIP TRANSFERS**

The following procedure is adopted for the transfer of Mensa membership from one FNM or PNM to another, or to/from Direct International Mensa status to membership of an FNM or PNM. This procedure will be followed where needed for all memberships as listed in III.B. of the Constitution.

1. A member contacts the FNM or PNM that he or she wishes to join and gives it the name of the former group of which he/she is/was a member, his/her membership number in that group, and any further identifying details that may be required to verify the previous membership, such as postal address or phone number.
2. The designated representative of the new group shall contact the designated representative of the former group to verify the membership of the member, supplying the identifying information that the member shared.
3. The designated representative of the former group shall supply the new group with the following information about the member:
  - (a) details of test taken (name of test, date, location, National Supervisory Psychologist) and whether the test was

administered by Mensa or the score was submitted as prior evidence, where this is on record. Upon being provided by the former group, these items shall be treated by the new group as acceptable proof of the person's eligibility for membership in the new group;

- (b) a written statement (which may be transmitted by e-mail or fax) by an officer of the group attesting that the individual qualified for membership on a test which was accepted by the group as a valid test for entry to Mensa at the time the individual was admitted as a member. It is not necessary to attest that the individual is a current member of Mensa;
  - (c) date joined group;
  - (d) date dues are paid through, or the date when dues last paid, if the member is not current in her/her dues;
  - (e) information as to whether the member is subject to any current disciplinary procedures or sanctions by the current group or any other Mensa group of which the person may be aware;
  - (f) any other personal details recorded by the group that may be shared.
4. If a member seeking to transfer membership from one FNM or PNM to another or to/from Direct International Mensa membership status is the subject of current disciplinary procedures within Mensa, the membership may not be considered to be transferred until the conclusion of the process.
  5. Once the membership status has been verified, the new group records the membership.
  6. Membership in the new group shall be free to the member for the same period that the membership fee was paid in the former group, but for no longer than a year or up to the next renewal date of the new FNM or PNM, whichever is earlier; however, a life membership is not transferable and is valid only in the FNM or PNM that granted it.
  7. If the member's dues had lapsed in his/her former group, the new group may send the member a dues bill, and the membership

transfer will be complete upon the paying of the dues to the new group. The former group is not allowed to require that the member pay past dues to the former group as a condition of transferring the member's membership to the new group.

**Motion: 09-02, 09-14, 16-17, 18-05**

## **11.6 MEMBERSHIP AND EXECUTIVE DIRECTOR**

Mensa members are allowed to apply for and be eligible for appointment to the position of MIL Executive Director.

If a Mensa member is appointed to the position of MIL Executive Director, the member must resign from membership in Mensa. A person who resigns to become ED may have membership in Mensa restored on request after the period of appointment as ED has ended.

**Motion: 06-02, 06-03, 22-46**

## **11.7 RESIDENCE DEFINED AS PLACE OF TAXATION**

The term "where they reside" as used in the Constitution (III-B-1 - Place of Membership) shall normally be defined as the place in which members and persons eligible for membership are assessed for payment of income tax. A national Mensa may accept other proof of residence as will satisfy them.

**Motion: 02-20**

## **11.8 MEMBER ADDRESSES MINIMUM INFORMATION**

When the address of an individual is published for membership purposes, as specified in Section III.C.1.e of the Constitution of Mensa, the minimum amount of information to be provided is city and state/province/county, to the extent permitted by law of each national Mensa's country. The publishing body may include additional information, such as street address, telephone number, e-mail address, and the like; however, each member must be given a fair opportunity to choose not to have such additional information published, to the extent permitted by law of each national Mensa's country.

**Motion: 99-16, 18-09**

## **11.9 VANITY @MENSA.ORG E-MAILS**

Mensa International will offer forwarding e-mail addresses to all members in the member.mensa.org domain as a member benefit. This service will be provided to all national Mensas (National, Provisional and Emerging Mensas) wishing to take part in it, and to Direct International Members. This service will be provided at no cost.

Each member may have only one Mensa International forwarding address, and this address shall be the member's own name or an abbreviation thereof as it appears in the membership records in the member's country or in the records of Mensa International, should that member be a Direct International member (e.g. Jenny.Jones@member.mensa.org or JennyJones@member.mensa.org).

Each national Mensa shall determine whether or not it will offer the service to its members. If offered, the service must be provided at no charge to the members, and the national Mensa must provide membership status information in a timely manner.

**Motion: 04-02, 16-21, 22-47**

## **11.10 GUEST MEMBERS NOT ELIGIBLE**

It is the sense of IBD that under Constitution III.B.4, the prohibition on Guest Members holding voting rights in the host national group extends to other rights normally associated with the right to vote, including the right to hold elected office, the right to nominate candidates for elected office, and the right to propose resolutions at the business meetings of the general membership.

**Motion: 08-25**

## **11.11 GUEST MEMBER DISPUTES**

Jurisdiction of disputes involving a Guest Member (GM) is determined as follows:

1. Any disputes involving a GM which arise from actions or events taking place during the period of the member's Guest Membership, and involving matters falling under the jurisdiction of the national Mensa of which the member is a GM (the host Mensa), should be dealt with under the dispute resolution system of the host Mensa,

and not by the International Ombudsman, so long as the member remains a GM of the host Mensa. However, if the host Mensa does not have an Ombudsman or equivalent, the complaint may be sent to the International Ombudsman.

2. If the dispute involves the host Mensa but arises from actions or events taking place before or after the member's period of Guest Membership, it should be dealt with by the International Ombudsman.
3. For those cases where the precipitating event arose during the member's period of Guest Membership and the host Mensa dispute resolution process started during that period but remains uncompleted at the date that the member ceases to be a GM of the host Mensa, any documents/information relating to the dispute and its attempted resolution should be passed to the International Ombudsman to take forward.

**Motion: 08-26, 22-48**

## **11.12 NO AWARDS TO THE RECENTLY DEAD**

An International Award may not be granted to a member who passed away within one year prior to the IBD voting on the proposed award.

**Motion: 05-42**

## **12. SIGs and Social Media**

### **12.1 SIG POLICY**

#### ***A. Definitions and abbreviations***

1. A Special-Interest Group (SIG) is a group of members with a common interest that has been recognised by Mensa International or by a national Mensa. The format used by a SIG may include, but is not limited to, paper newsletters, social media, online services, and in-person meetings.
2. The abbreviation "I-SIG" (or "ISIG") shall be used to identify International SIGs operating in accordance with the SIG policy of Mensa International.
3. A SIG "Organizer" is a member who runs an individual national or international SIG. A SIG "Coordinator" is a member appointed by the national or international governing body to act as a point of contact and liaison for all national or international SIGs.

#### ***B. National SIGs***

1. National Mensas may recognise SIGs in accordance with their own national SIG policy.
2. If a national Mensa's bylaws permit, a national SIG organizer may decide to accept members from other countries. In such a case, the onus is on the organizer to request proof that the applicant is a member in good standing. Mensa International, either through its office staff or through its appointed I-SIG Coordinator, is not responsible for verifying the membership status of applicants to national SIGs.
3. If requested, Mensa International may advertise a national SIG that is open to members from other countries on the MI website, the

Mensa Hub, international publications, and other communication platforms. This is at the discretion of the I-SIG Coordinator and subject to space and resources.

### ***C. International SIGs (I-SIGs)***

1. I-SIGs shall normally be open to all members in international good standing. Applicants for I-SIG membership are responsible for proving their own good standing to the I-SIG organizer. Mensa International, either through its office staff or through its appointed I-SIG Coordinator, is not responsible for verifying the membership status of I-SIG applicants.
2. Exceptions that would limit I-SIG membership to a subset of Mensa members may, in certain special cases, be granted by the I-SIG Coordinator. An example of such an exception could be a Mensa Youth I-SIG for members aged 18 and under.
3. Membership of an I-SIG may be conditional upon compliance with the I-SIG's internal rules, which are subject to the discretion of the I-SIG organizer. For example, an I-SIG may require active participation, or adherence to certain standards of behaviour, rules of order, dress codes, etc. Any such rules must be explicitly stated. The I-SIG organizer will determine the structure, rules, administration and operation of the I-SIG. The I-SIG Coordinator will not interfere with or intervene in the affairs of an I-SIG unless an I-SIG organizer explicitly requests the I-SIG Coordinator's opinion, advice, or other form of assistance.
4. Any Mensa member in good standing, whether they are a member of a national Mensa or a Direct International Member, may start an I-SIG by completing an online I-SIG application form that satisfies the criteria listed below, and includes pertinent information, such as their name and contact e-mail address, the I-SIG's website and social media links (if applicable), and other relevant details.

Organizers of national SIGs wishing to expand their membership are welcome to apply for I-SIG status. The questions/items included on this application form are subject to the discretion of the I-SIG Coordinator, and may change over time.

5. At any time, I-SIG organizers may request that their group's information on [member.mensa.org](http://member.mensa.org) be updated by contacting the I-SIG Coordinator. I-SIG organizers may also be asked to confirm or update their group's information by the I-SIG Coordinator.
6. I-SIGs are recognised directly by Mensa International as recommended by the International SIGs Coordinator. Mensa International may approve I-SIGs that meet all of the following criteria:
  - (a) A designated I-SIG organizer and at least one deputy I-SIG organizer, who can continue the operation of the I-SIG if and when the designated I-SIG organizer is unable to do so.
  - (b) A unique name, not currently in use by any other recognised I-SIG.
  - (c) A defining topic, activity, theme, or purpose that is not identical to any other recognised I-SIG.
  - (d) A commitment by the I-SIG organizer to respond to enquiries from international members and the I-SIG Coordinator in a timely manner.
  - (e) A disclaimer that any opinions publicly expressed via the I-SIG's external communication channels do not represent those of Mensa as an organization; said disclaimer must be explicitly stated and clearly visible if the I-SIG uses any means of public forum.
  - (f) The I-SIG organizer must acknowledge that, in accordance with the Constitution, Mensa International will not be responsible for any contractual or financial commitment (to members or any outside party) undertaken by an I-SIG. Recognition as an I-SIG does not change the legal

status of the SIG, nor does it create a legal entity.

(g) The I-SIG may not use the name “Mensa” or any registered Mensa trademark or symbol in the title of the I-SIG or in its public face (newsletter name, website, social media, etc.), unless permission for such use is granted by the International Name and Logo Committee.

7. I-SIGs must follow the laws of the countries in which they host activities or events.

8. Mensa International's obligations towards I-SIGs are:  
(a) To allow them to present themselves as an “I-SIG of Mensa International”.

(b) To include them in official lists of I-SIGs accessible to members.

(c) To provide a space on official Mensa International forums for each recognised I-SIG.

(d) To proactively request status updates at least annually.

(e) To de-recognise an I-SIG if it is inactive. The I-SIG Coordinator may establish the specific, reasonable conditions under which an I-SIG may be considered “active” for the purpose of retaining I-SIG recognition.

(f) To de-recognise an I-SIG if the activity does not conform to its description. The I-SIG Coordinator may establish the specific, reasonable conditions under which an I-SIG may be considered to be conforming to its description.

9. I-SIG organizers' obligations to Mensa International are:

(a) To conduct all business following the Mensa International Constitution and Bylaws.

(b) To bear, to the extent permitted by applicable law and existing

Mensa International and national Mensa insurance and indemnity arrangements, secondary responsibility for obligations, risks, and liabilities arising in connection with events or activities organized by the I-SIG, if the I-SIG can ensure that the primary responsibility is accepted by the organizers of the event. Otherwise, the I-SIG bears said primary responsibility for obligations, risks, and liabilities arising in connection with events or activities organized by the I-SIG.

10. I-SIG organizers' obligations to members are:

- (a) To clearly communicate, in advance of any event, who is organizing the event, the nature and scope of the event, and the general responsibilities of both the I-SIG organizers and of the participants.
- (b) To ensure that members are informed about any relevant considerations or laws and restrictions by liaising with the national Mensa in advance of any events.
- (c) To ensure the safety of their participants during events or activities.

**Motion: 24-08, 25-43**

## **12.2 LEGITIMATE SOCIAL MEDIA GROUPS**

The Mensa International office staff shall compile and maintain a list and administration login information of official social media accounts approved by ExComm. ExComm shall appoint administrators, moderators, and content provider teams for social media accounts in the same manner as other appointed volunteer appointees, committees, and teams.

Official social media accounts may legitimately use the Mensa name or logo and be included on the Mensa.org website and other appropriate communication platforms. Legacy accounts that are no longer active or administratively accessible will be shut down.

Mensa members who manage unofficial public social media groups may not use the Mensa name or logo without permission from the International Name & Logo Committee and shall be instructed to change the name or remove the logo if necessary. Failure to comply with that instruction will result in a disciplinary process that may remove the member's or members' international good standing.

### **12.3 CODE OF CONDUCT FOR SOCIAL MEDIA**

The IBD instructs the ExComm to produce a Code of Conduct for official social media groups. The Code of Conduct shall be based on existing codes used by national Mensas, adapted for a multicultural, international environment. The purpose of the code is to ensure that as many members as possible would feel welcome to participate, without endangering anyone's well-being, the latter being an act inimical according to bylaw 13.1 "Definition of 'acts inimical'".

**Motion: 16-36, 21-15**

# 13. Disciplinary Action

## 13.1 DEFINITION OF “ACTS INIMICAL”

Note that some requirements regarding disciplinary action by national Mensas are also specified as part of chapter 10, Minimal Standard Constitutional Requirements.

“Acts inimical to Mensa” are defined as “deliberate acts that are harmful to, or result in harm to, Mensa.” Acts inimical to Mensa may include (though the definition shall not be limited to) the following:

1. Any intentional misrepresentation by a member in dealing with or under the auspices of Mensa, including falsifying records.
2. Unauthorized use of Mensa property, including copyrights, trademarks and trade names.
3. Threatening, intimidating, coercing, or otherwise interfering with persons involved in the authorized activities of Mensa.
4. While participating in activities sponsored or sanctioned by Mensa, engaging in conduct that:
  - (a) endangers the well-being of others,
  - (b) results in wilful damage to property, or
  - (c) involves illegal or improper use of funds of Mensa.
5. Making a knowingly false or misleading oral or written statement to a Hearings Committee.
6. Failing to discharge a debt to Mensa, within sixty days after written notice of the existence of the debt has been sent to the debtor.
7. Failure to exhaust all avenues of settlement and redress within Mensa before taking civil dispute to external authorities.
8. Failure to comply with the Constitution or the member’s national constitution, the decisions of the Board or its Executive Committee, or the decisions of the member’s national Mensa Committee.

## 13.2 INTERNATIONAL SANCTIONS

The IBD is recognized in the Constitution as the ultimate authority within Mensa, with the right to sanction national Mensas and appointed officers, to formulate general policy and to rule on matters on which the Constitution is silent (IV.B.2). The Constitution also states (III.E.3) that the IBD is the body with the authority to sanction DIMs who, not being members of a national Mensa, are not covered by III.E.1 and III.E.2.

However, the IBD acknowledges that there may be occasions where members act in ways that are inimical, but in respect of the requirements of Mensa International as opposed to a national Mensa.

The IBD asserts the authority to impose sanctions on individual members for acts inimical to Mensa, including those that would otherwise fall outside of the authority of a national Mensa to take action.

These sanctions include:

- 1) removal of international good standing,
- 2) suspension of international good standing for a stipulated period of time,
- 3) censure; a formal reprimand

"International good standing" refers to the right to access Mensa services outside of one's own country, the right to stand for international office, the right to serve as an international appointee or committee member, or serve on the IBD.

A sanction by the IBD affects a members good standing within their national Mensa as well (III.F).

Sanctions shall be recorded in the IBD meeting minutes. Unless the IBD explicitly decides to make a sanction public, names or identifying information shall be left out in the public version of the minutes.

A list of current sanctions with international effect shall be maintained by the International Office, available to international officers and national Mensa committees upon request.

No sanction may be applied unless a fair and impartial hearing has been made available.

### **13.3 NM REQUIREMENT TO HAVE DISCIPLINE PROCEDURE**

Every national Mensa must ensure that a fair and reasonable independent internal discipline procedure is in place. This procedure must include an independent appeals procedure. This appeals procedure must be exhausted before any appeals to Mensa International are made.

**Motion: 00-22**

### **13.4 ONLY ONE DIM APPEAL FOR EXPELLED MS**

If the International Board of Directors hears an application to be offered direct international membership under the terms of Constitution III.E.2 and denies that application, there can be no further such appeal and the matter is deemed closed.

**Motion: 16-46**

### **13.5 EXPELLING MEMBERS**

Full National Mensas and Provisional National Mensas, and Mensa International in the case of Direct International Members (including those in Emerging Mensas), may suspend or expel members from Mensa for good cause, providing that an opportunity for a fair and impartial hearing has been given to the member.

Members who have been expelled or suspended from membership in a Full or Provisional National Mensa, or from Direct International Membership, are not allowed to join another FNM or PNM, nor Mensa International directly, without permission from the IBD.

All FNMs and PNMs, and Mensa International in the case of Direct International Members, must provide details of all expulsions and suspensions to the International Chairman and the International Executive Director. The International Executive Director will, in turn, inform all national Mensas and the International Ombudsman.

If an expelled or suspended member joins another FNM or PNM or Mensa International without permission from the IBD, that membership will be immediately terminated upon discovery of the suspension or expulsion.

In the event that applicable national laws oblige a Full or Provisional

National Mensa to admit and retain an expelled or suspended member, the membership in that particular FNM or PNM will be permitted; but other national Mensas and Mensa International are not required to grant the usual reciprocal rights to that member, such as the right to Guest Membership.

Expelled or suspended members may not attend Mensa events, whether these are arranged within the Mensa group that expelled or suspended the member in question, or by a different national Mensa or Mensa International. To the extent that the host may control who is attending an event, this principle shall also apply to events that are open to the public and non-members in general, even if the expelled or suspended member is accompanying a duly registered member as a guest.

Expulsions or suspensions of members by local groups, SIGs or any other body that does not represent a Full or Provisional National Mensa, or Mensa International in the case of DIMs, shall have no bearing on the good standing of any member, nationally or internationally.

**Motion: 00-03, 18-06, 23-07, 23-11**

### **13.6 OMBUDSMAN'S FINAL ACT**

The Ombudsman shall send the records of matters considered during his or her term of office to the International Office at the end of the term. Each matter must be in a sealed envelope or secure electronic equivalent, labelled with the date, names of the parties, and a “discard date” or note to “keep indefinitely”. A file may be released to the then incumbent Ombudsman if needed.

**Motion: 93-32, 22-50**

### **13.7 REMOVAL VS BARRING FROM OFFICE**

Any time an officer is sanctioned with removal from office, once the sanction is complete and the person is no longer in office, the person is thenceforth no longer under sanction. Removal from office does not incur loss of good standing, nationally or internationally, unless a separate sanction to such effect is also levied alongside the removal. To bar a member from standing for office, there has to be a particular sanction; this is not an automatic consequence of being removed from office.

**Motion: 23-12**



# 14. Financial Matters

## 14.1 NO COMPONENT FROM GUEST MEMBERSHIPS

Income from Guest Membership is not to be taken into account when calculating component payments from national groups.

**Motion: 07-05**

## 14.2 BUDGET AND COMPONENT TO BE APPROVED BY IBD

The Treasurer of Mensa International shall present a financial forecast for the coming two years at each IBD meeting. The budget and component percentage for the following financial year shall be approved by IBD.

**Motion: 12-10, 20-13**

## 14.3 FINANCIAL ARRANGEMENTS WITH NMs

IBD authorises the Treasurer in consultation with the ED to make any financial arrangements relating to components, banking and currency conversion with national Mensa groups that seem suitable, proper, and consistent with the spirit and authority of the International Constitution. The initial term of such a financial arrangement shall be one year or less. Each such financial arrangement shall be reviewable and, if warranted, renewable for additional terms of one year or less.

**Motion: 91-20, 10-15, 18-10**

## 14.4 FINANCIAL RESERVES

### *Operating reserves*

MIL shall aim to maintain minimum total reserves of approximately one year's current operating costs.

### *Multi-year reserves*

There shall be a multi-year membership reserve (formerly the term membership reserve) that shall be amortized over 20 years, recognizing and transferring one twentieth (5%) to the operational year fund year by year. The amount to be added each year shall be recommended as part of the regular budget process. No attempt shall be made to fund the reserve for prior years beyond the amount already in the fund.

**Motion: 12-44, 15-22, 21-12**

## **14.5 MULTI-YEAR MEMBERSHIP REQUIREMENTS**

No national Mensa may offer memberships in excess of five years until both of the following have been done: (1) the national Mensa has achieved recognition as a Full National Mensa, and (2) arrangements have been made to set aside an appropriate amount of money to service those members in future years. It is strongly recommended that the program be reviewed by a qualified financial professional prior to implementation.

**Motion: 14-26**

## **14.6 BUDGET AND ACTUALS TO BE PUBLISHED ONLINE**

The yearly budgets and the actuals of the International Organisation Mensa shall be published on the *www.mensa.org* membership website.

**Motion: 12-39, 21-13**

## **14.7 EVENT SPONSORING POLICY**

Mensa International may sponsor events/initiatives that meet the three purposes of Mensa as described in the Constitution, paragraphs 1.A.1 through 1.A.3. Such an initiative may originate from a non-Mensa organisation.

Looking at the possible number of initiatives worldwide leads to the assumption that in many countries there is an existing initiative to develop the gifted, or there will be an initiative to develop the gifted in the near future. Therefore Mensa International will only use this “event sponsoring policy” to help to develop national Mensas, to create a PR opportunity for a national Mensa, to put the Mensa name on the map in the case of sponsoring a convention on giftedness, high ability etcetera.

Mensa International shall only consider sponsoring when:

1. The spinoff of this sponsoring must be a PR opportunity for a national Mensa;
2. The initiative meets the purposes of Mensa;
3. There is visibility and/or benefit in more than one country;

Mensa International has sufficient reserve funds available to cover the amount requested;

4. There is a national Mensa in the country of such an initiative;
5. The national Mensa and the Mensa members in that country in question is funding part of the initiative, and
6. That national Mensa is supposed to verify to the best of their abilities, the integrity and bona fides of the partner organisation (if any) and its Board, and there is a positive advice.

There will be a maximum amount of GBP 1,000 per event with a maximum of GBP 2,000 per year.

The Director of Development will handle these requests; ExComm will decide.

**Motion: 12-42**

## **14.8 DIM FEE**

The DIM annual membership subscription is raised to £30.

**Motion: 14-24, 23-13**

## **14.9 CHANGING THE FEES FOR DIMS**

The Director of Development, in consultation with the International Treasurer, may alter the approved test and subscription fees for Direct International Members to accommodate the economic realities in various countries.

**Motion: 02-30, 25-29**

## **14.10 MI SCHOLARSHIP FUND**

A “Mensa International Scholarship Fund” shall be created within the Mensa Education and Research Foundation (MERF) to award scholarships to students who are members of Mensa, to study in any accredited institution worldwide, and an amount of USD 10,000 for these scholarships shall be given for the 2009-2010 financial year by Mensa International. This amount shall be awarded for one or more scholarships. A representative of IBD will be involved in selecting the students.

**Motion: 09-35**

## 14.11 DEVELOPMENT LOANS AND GRANTS

When requesting a grant from Mensa International for a development project (as distinct from seeking sponsorship for an event; *see* that specific part of Bylaw chapter 14), these points have to be covered:

1. A description of your proposal, including the steps required to complete it.
2. Total cost, including specific information on estimated expenses. (Note: Exact figures are not expected, but there should be evidence of careful research.)
3. A realistic estimate of the time needed to complete the project, and to allow for unexpected delays.
4. If your project is specifically to recruit new members, describe your procedure for prompt responses to requests for information as well as number of proctors available and any other relevant information.
5. Describe your evaluation plan. In order to determine whether such projects are a good idea for other national Mensas to try, it is essential that good records be kept. Please relate your procedures for recording the following (or whatever is appropriate):
  - (a) If your plan was primarily for recruiting: total responses; number of members at beginning and end of project period; number of tests given; cost of tests, proctors and testing sites; postage; telephone; transportation, etc.
  - (b) Other projects: in addition to accurate cost records, please send a brief narrative with your conclusions on its effectiveness or include this information in your Annual Report for the IBD. How many more members are coming to meetings? How many more activities per month? Have new local or regional groups been established? New SIGs? Any other measures of success?

Alternatively, a national Mensa may apply to MIL for a loan for development purposes. (The difference between a loan and a grant is that a loan has to be repaid and a grant does not.) Loans may be granted for the

purchase of capital equipment or any other development project. A loan application should cover the same points as a grant application, as set out above. Repayment terms will be subject to agreement by the International Treasurer, and failure to meet agreed repayments may result in similar sanctions to those applied for failure to pay the component.

**Motion: 94-31, 09-12, 21-14**

## **14.12 PUBLICATION OF FINANCIAL STATEMENTS**

The Treasurer will publish an abridged version of the year's financial statements in the international electronic newsletter, within three months of their presentation at an IBD meeting. Along with this abridged version, a statement will be made that the full version is available to any member on the Mensa International website.

**Motion: 01-10, 17-11, 22-17**

## **14.13 DIVISION OF ROYALTIES**

The IBD agrees to the division of royalties received from the Sterling contract, said royalties to be divided as follows:

AML, BML, and MIL each get 15% of total income with remainder being divided based on sales in respective countries worldwide that FNM or PNM will receive its share (i.e., 5% of sales in Australia they get 5% of 55%). If sales take place where there is no FNM or PNM then MIL keeps those funds. Upfront money and book advances to be divided over length of contract for figuring split and BML's "net" royalties from Carlton are to be put into the pot from signing onwards.

Revenues distributed to FNMs and PNMs from the royalties shall not be subject to the payments referenced in bylaw 15.7 "Licensing Income".

**Motion: 02-28, 16-25, 18-05**

## **14.14 ESTABLISH BUDGET FOR VOLUNTEER REQUESTS**

Effective 1 January 2023, ExComm will have an annual budget of 3000 GBP to grant funds for small volunteer projects. All international volunteers are eligible to apply for funding unless they already have a designated budget for their project. They shall present a business case to illustrate the benefits for Mensa International. ExComm will then decide

whether to approve or deny the request on a case-by-case basis. The Director of Administration will keep track of the spendings.

**Motion: 22-15**

# 15. Name, Logo and Licensing

## 15.1 INTELLECTUAL PROPERTIES

(Prepared by Velma Jeremiah)

MOTION: That to make a record of the principles and policies relating to the ownership and use of the Mensa name and the stylised Mensa Globe mark; the IBD hereby adopts the following statements, whereby the term “name” (as in “the Mensa name”) shall mean trademark, service mark, certification mark, collective membership mark, and the like:

1. The ownership of the name “Mensa” is vested in held legally worldwide by Mensa International Ltd (“MIL”), except that it is legally held by American Mensa Limited in the United States, British Mensa Ltd in the British Isles, Australian Mensa in Australia, and Mensa The Netherlands in the Benelux.
2. The ownership of the basic stylized Mensa Globe design and all its variations is held legally worldwide by MIL, except that it is held legally by American Mensa Limited in the United States, British Mensa Ltd in the British Isles, Australian Mensa in Australia, and Mensa The Netherlands in the Benelux.
3. MIL shall undertake to have the name and mark registered as collective marks and as trademarks in as many countries around the world as may be feasible in accordance with priorities adopted by IBD from time to time and in consideration of funds budgeted for that priorities.
4. Full National Mensas (“FNMs”), other than those named in paragraph 1, and Provisional National Mensas (“PNMs”) shall be permitted to use the name and mark for Mensa activities and publications as trustees with respect to the collective mark registrations and as Registered Users with respect to the trademark registrations, subject to applicable terms and conditions.
5. FNMs and PNs shall make all reasonable efforts in using the name or mark to comply with the laws of their respective countries

pertaining to trademarks and service marks and to protect and preserve Mensa's ownership and interests therein. The IBD may from time to time adopt guidelines to assist NMs in meeting these obligations.

6. No person or group shall be allowed to use the name or mark for non-Mensa purposes; provided, however, individual members may be permitted to use the name and/or mark to identify themselves as members if approved by a policy of the national Mensa where the member resides.
7. Commercial use of the name or mark shall be prohibited except on written permission of the national Mensa in case a national Mensa owns the name or mark or by Mensa International Limited in case MIL owns the name and mark, such permission to be granted only if consistent with the obligations of the national Mensa and MIL defined in paragraph 5 above and other relevant Bylaws concerning the commercial use of name or mark.
8. MIL accepts responsibility for actions against trade name and service mark infringements where a national Mensa does not own those rights.

When the IBD identifies an individual or individuals to act as its agent in organizing a group in a country where no national Mensa exists, the IBD shall enter into a written agreement with that individual or those individuals more specifically defining the use of the name and mark until such time as the group becomes a Provisional National Mensa.

**Motion: 88-26, 10-09, 19-09**

## **15.2 MENSA LOGO**

(Prepared by Velma Jeremiah)

1. That the two forms of the logo appearing at the bottom of this page are hereby declared to be the official Mensa logos.
2. That a national Mensa shall use only the official versions of the logo on letterheads, brochures, publications, etc.
3. A national Mensa currently using any variations of the official logos shall take steps to cease the use of such variations by December 31, 1990.

**Motion: 88-27**

## **15.3 REGISTRATION OF INTELLECTUAL PROPERTIES**

(Prepared by Velma Jeremiah)

That registration of the name and mark proceed in accordance with the following priorities:

1. Immediate registration in England of the name and of both of the two most commonly used forms of the mark as collective marks and as trademarks under Class 16 - Publications (Velma Jeremiah has already authorized counsel to proceed with these registrations. This motion will ratify that direction).
2. Registration as a collective mark in Europe pursuant to Article 7b is of the Paris Convention. This will effectively make the collective mark registrations in all countries which are a party to the Paris convention.
3. Registration as a trademark (publications) in all European countries where a national Mensa now exists, and as a collective mark in all such countries that are not parties to the Paris Convention.
4. Registrations as a collective mark and as a trademark (publications) in Australia, Canada, Hong Kong, Japan, Malaysia, New Zealand, Singapore, and Republic of South Africa (The U.S. is not included in this list because it has already made most of the desired registrations which will be assigned to MIL with a Registered User re-

gistration to be given back by MIL. To the extent the U.S. registrations do not fulfil the basic plan, MIL will make the appropriate registrations).

5. Registrations as a collective mark and as a trademark (publications) in Argentina and India.
6. Priorities for further registrations to be approved by the ExComm after consideration of the expenditures for the above and further development efforts.

Some of the countries which may develop (other than western European countries) are Poland, Yugoslavia, Mexico, Brazil, and so on.

Velma Jeremiah, as IBD liaison with counsel, is authorized to supervise Baker & McKenzie in carrying out this work.

**Motion: 88-28**

## **15.4 MENSA INTERNATIONAL TRADEMARK MANUAL**

This manual was written before the Licensing function was added to the Name and Logo Committee. It remains accurate after the Licensing function was added, except that the name of the committee should be read as "Name, Logo, and Licensing Committee".

This manual is a comprehensive guide to using trademarks for Mensa CEOs, editors and members. Both policy and standards of use are included, identified by P-numbered sections and S-numbered sections, respectively.

***POLICY for internal/non-Commercial use of Mensa name & logo***  
(Approved by IBD - October 9<sup>th</sup>, 1994).

### ***PI. PURPOSE***

The word "Mensa" and the Mensa logos are a part of our corporate and trade name, Mensa International Limited. This section sets forth the policies and physical standards of use regarding the internal or non-commercial use of the Mensa name and logo. Policy for the commercial use of the Mensa name and logo is addressed in a separate document.

### **PII. GENERAL**

### ***A. Mensa name and logo.***

1. The Mensa name, as selected for this society by its founders in 1946, has grown to mean a great deal to the many thousands of members and is internationally recognized by the general public. The Mensa logo, adopted by British Mensa in 1969 and the International General Committee in 1970, has been instrumental in furthering this recognition.
2. The name and logo are copyrighted and registered in an ever-expanding number of countries but must be protected to preserve their integrity. Mensa members and groups are enjoined to ensure that the internal or non-commercial use of Mensa's name and logo is accomplished without alteration and only as originally intended. Any member noting unauthorized use of the Mensa name or logo is encouraged to notify the CEO of his/her own recognized national Mensa with a copy to the International Name & Logo Committee via the MIL office; or, if noted in a country where no recognized national group exists, to notify the International Name & Logo Committee via the MIL office.

### ***B. Establishment and Responsibilities of the International Name & Logo Committee***

The International Board of Directors (IBD) has created a Name & Logo Committee with the following responsibilities:

1. drafting policy for the internal or non-commercial use of the Mensa name and logo with periodic review for update;
2. drafting standards for the use of the Mensa logo with periodic review for update;
3. monitoring the internal or non-commercial use of the Mensa name and logo;
4. resolving conflicts and answering questions regarding the internal or non-commercial use of the Mensa name and logo;
5. coordinating efforts with National CEOs, name and logo committees, the MIL Executive Director and the IBD;
6. reporting its activities to the IBD.

National CEOs have responsibility for monitoring the internal or non-commercial use of the Mensa name and logo within their national boundaries. Information copies of all correspondence pertaining to these policies or to the standards for use of the Mensa logo should be forwarded to the International Name & Logo Committee via the MIL office.

### ***PIII. Permission for use***

Individual members are not allowed to register or attempt to register the Mensa name or logo as a trademark in any country, except if required by law in the particular country; and, in that case, the individual member must have a signed, binding agreement with Mensa International, Ltd. (MIL) that MIL is the ultimate owner of the trademark and that the individual will follow MIL's instructions regarding the trademark.

Permission for the internal or non-commercial use of the Mensa name and logo may be granted by any National or Provisional National Mensa to Mensa members or Mensa groups and chapters within its national boundaries provided there is compliance with the following guidelines and the standards for the use of the Mensa logo. Emerging Mensas and direct international members should address specific questions and requests for use to the International Name & Logo Committee via the MIL office.

- A) **Publications.** Editors and those responsible for publication of newsletters, pamphlets, brochures, stationery, etc., where the Mensa name or logo may be used must be familiar with the standards addressed below.
- B) **Personal Use.** The Mensa name and logo (displayed in accordance with standards for the use of the Mensa logo, below) may be used on personal stationery or business cards by members, provided it is accompanied by the word "member" or other indication of its non-official use.
- C) **Special-Interest Groups.** SIGs may not use the Mensa name or logo in the title of their group or in the name of their newsletter, unless permission for such use is given by (a) the International Name and Logo Protection Committee in the case of International SIGs, or (b) by a Full National Mensa or a Provisional National Mensa in the case of national SIGS, for use within its national boundaries.

To be eligible for such permission, the SIG must include only Mensa members as SIG members, and the SIG may express opinions only if it makes clear that said opinions are not those of Mensa. SIGs may use the Mensa name and/or logo on products produced or distributed by the group, provided that such products are not offered to the public for sale or otherwise, and that prior written approval for each intended use and for a limited period of time is obtained by the International Name and Logo Committee or an authorized agent thereof.

- D) **Boutiques.** Approval for the use of the Mensa name or logo must be obtained from the national Mensa CEO or National Name and Logo Committee prior to the introduction of each item bearing the Mensa name or logo into inventory.

## ***STANDARDS for the use of the Mensa logo***

### ***SI. Purpose***

The Mensa logo, the stylized “M” and design, is a part of our corporate and trade name, Mensa International Limited. This section sets forth the physical standards for appearance and reproduction of the Mensa logo.

### ***SII. General***

The Mensa logo, as originally drawn by Peter Devenish, was adopted by British Mensa in 1969 and the International General Committee in 1970. Standards for its use were established at that time to maintain the integrity of the logo and as a condition for its use. Mensa members and groups are enjoined to ensure that the Mensa logo is used without alteration and only as originally intended. Any member noting use of an altered Mensa logo, or with a question regarding these standards, is encouraged to notify the CEO of his/her own recognized national Mensa with a copy to the International Name & Logo Committee via the MIL office. In a country where no recognized national group exists, contact the International Name & Logo Committee via the MIL office.

### ***SIII. Standards***

- A) The logo should be reproduced only from copies of the designer's master drawing (available in hard copy and electronic media from

national Mensa offices, the MIL office, or the International Name & Logo Committee). It should be reproduced in a solid, unbroken tone on a solid, unbroken background. If enlarged or reduced in size, the relative proportions of each component of the design must remain unchanged.

- B) The logo may be reproduced in any light colour on any dark colour or vice versa. The segments within the globe must always be the same colour as the rest of the background.
- C) The logo may be used in a central position for a symmetrical layout, or offset to one side for an asymmetrical layout, but it should never be placed symmetrically on both sides of a layout. The logo should always be reproduced upright, never on a slant.
- D) The logo may, if desired, appear more than once in a layout (e.g., it could be used beside a series of paragraph headings), but should not be reproduced in more than two sizes on one page or panel. The logo may not be used to form a repeating pattern or border,
- E) The logo may not be used in conjunction with any other elements in such a way that these elements could be interpreted as being a part of the logo design. If a line of lettering is to be placed centrally above or below the logo, its length must not be less than  $2w - 2h$ , where  $w$  = the width of the logo and  $h$  = the vertical distance between the logo and the lettering.
- F) It is permissible to encircle, or partly encircle, the logo with lettering. If lettering is used, the lettering must be inside a ring around the logo (only the unshielded form of the logo can be used here) formed by two concentric circles with the logo in the centre. The inner circle should have a diameter of  $1.5w$  and the outer circle should have a diameter of  $2w$ . Only certain text may be incorporated with the logo: official name of a national, regional or local Mensa group; anniversary (e.g., 5 year member); or an individual's Mensa capacity (e.g., member, officer, board member, etc.). Text that cannot be used includes SIG names, personal names, or any other text that does not indicate group name, anniversary or individual's capacity as recited above. The font for text must be a sans serif font, preferably Univers.
- G) The Mensa logo may not be used as a substitute for the letter "M"

in “Mensa”, or as any letter in any other word.

- H) When the logo is enclosed in a frame, such frame should normally be not less than three times the width of the logo in its greater dimension, and not less than five times the square of the width of the logo in area. It may exceptionally be enclosed in a smaller frame if there is some special practical or aesthetic necessity for this arrangement. In this case no other matter may be included within this frame.
- I) The logo may be reproduced in three dimensions, but the design and the background should each be in one plane. However, an exception may be made in the case of the segments within the globe, which may be on an intermediate plane or, if desired, on the same plane as the design. In this case the design would have to be in a contrasting tone to the background. The background may be textured, but not boldly patterned.

Appendix A. Examples of Use of Mensa Logo:

1. Original logo as it appears online at:  
[www.mensa.org/graphics](http://www.mensa.org/graphics).
2. “Shielded” logo as it appears online at:  
[www.mensa.org/graphics](http://www.mensa.org/graphics).

**Motion: 02-26, 08-16, 13-10, 13-19, 16-11, 17-15, 18-13**

## **15.5 POLICIES AND STANDARDS FOR THE COMMERCIAL USE OF THE “MENSA” NAME.**

The following policies are adopted for the “policies and Standards for the Commercial use of the “Mensa name”, whereby the term “name” (as in “the Mensa name”) shall mean trademark, service mark, certification mark, collective membership mark, and the like:

The “Mensa” name is a valuable asset and it is the duty of the Officers of the Society to preserve and protect that asset.

“Commercial Use” shall be defined as meaning the use of the “Mensa” name or logo on or in connection with any product, service or activity offered to non-members of Mensa, but not including IQ tests given by national Mensas or the International Organization Mensa.

Boutique items are not included in this definition even though the

manufacturer of those items may make a profit; it is assumed that Boutique items will be sold only to members.

All arrangements for commercial use of the name shall be subject to the following rules:

1. Any commercial use of the “Mensa” name or logo shall be consistent with Mensa's stated aims and objectives and shall not in any way lead the consumer or user to believe that they will in any way increase their IQ.
2. Permission or license to use the “Mensa” name and mark for commercial purposes shall not be granted for any product, service, or activity which would:
  - (a) reflect upon Mensa in a derogatory or negative way;
  - (b) be likely to diminish the reputation or standing of Mensa in the opinion of members or non-members
  - (c) be likely to cause injury or harm to the consumer or user.
  - (d) anything that is illegal;
  - (e) anything that is tied to religion;
  - (f) anything that is connected with politics;

In addition, it is recommended that national Mensas consider avoiding the following categories:

1. any sex or dating services;
2. any financial investments;
3. anything connected with gambling;
4. any alcoholic products;
5. any firearms;
6. any tobacco products;
7. any pharmaceutical products.

In addition, in case of cross-border licensing activities, the customs, uses, social and cultural differences of all countries affected must be respected.

Unless there are other identifiable and measurable advantages to Mensa, monetary compensation shall be required when permission or license to use the “Mensa” name and mark is granted for commercial purposes.

**Motion: 10-07**

## **15.6 LICENSING PROCEDURE**

Commercially licensing the Mensa name or logo is limited to MIL, Full National Mensas and Provisional National Mensas.

The following procedure must be followed by any national Mensa that wishes to pursue a licensing opportunity involving the commercial use of the Mensa name or logo.

For the purposes of any commercial contract, the term “name” (as in “the Mensa name”) shall mean trademark, service mark, certification mark, collective membership mark, and the like.

The rules and guidelines as to what licensing opportunities are appropriate are shown in the section “General policy for commercial use” (formerly “Appendix 14”) and all national Mensas should refer to these in the first instance when considering an opportunity.

For a national Mensa, the procedure for pursuing a licensing opportunity and entering into a commercial contract depends on whether they own the Mensa name and logo:

1. If the national Mensa owns the name and logo, and no other national Mensa group is affected by the contract, because the opportunity relates solely to the national Mensa’s own country, then they may proceed without further consultation with Mensa International or any other national Mensa.
2. If the opportunity relates to sales activity in other countries as well as the national Mensa’s own, and will therefore affect another national Mensa or a country without a national Mensa, the national Mensa must inform the Mensa International office before entering into any agreement or contract. Mensa International will inform any other interested parties that also own the Mensa name as necessary. Subsequent actions must be coordinated to ensure that all interested parties are involved throughout the licensing process

as appropriate.

3. If the national Mensa does not own the Mensa name (the majority of national Mensas) then the Mensa International office must be immediately consulted for initial advice. The Mensa International office will then refer the matter to the International Name, Logo and Licensing Committee as necessary. Any formal application must be accompanied by a completed Commercial Opportunity Form.

**Motion: 13-16, 18-05**

## **15.7 LICENSING INCOME AND REPORTING**

### **15.7.1 PREREQUISITES**

This Bylaw does not cover licensing contracts negotiated by a national Mensa which cover a single national Mensa territory only.

It covers all contracts negotiated on a world-wide basis or which cover more than a single territory.

### **15.7.2 CONTRACTS**

There are 3 ways in which international contracts can be set up:

- i. By a national Mensa group which owns the Mensa trademark in its own territory. It must receive permission from MIL and/or any national Mensa groups which own the Mensa trademark in their territory for the contract to apply in those territories.
- ii. Should a national Mensa negotiate a licensing contract, and the trademark in that territory is owned by MIL, the national Mensa must have obtained agreement from the international Name, Logo and Licensing Committee beforehand in accordance with “15.4 Mensa International Trademark Manual” in these Bylaws. If the contract covers any territories in which a national Mensa group owns the Mensa trademark, permission must also be obtained from said national Mensa groups.
- iii. Licensing contracts may also be negotiated directly by MIL, which owns the rights to the Mensa name in most territories. If the contract covers a territory in which the name is owned by a

national Mensa, agreement must have been obtained from that national Mensa.

A national Mensa may receive licensing income, both for itself and as an intermediary, if it has negotiated a contract that results in sales in its own country and/or others. For any international contract it will pass on the gross licensing income due to other national Mensas, either directly or through Mensa International, as appropriate.

### 15.7.3 INCOME ALLOCATION

Where income is derived from licensing of the Mensa name or trademark, the general rule is that the licensing income will be allocated to national Mensas using the proportion of component due and paid by each national Mensa as the basis.

Payments will be based on gross royalty received but excluding any verified actual costs (so e.g. in-person meetings, insurance, physical deliverables, payments to content generators, would be deductible). A 10% management fee will be payable to any national Mensa responsible for the ongoing management of a given contract. If MIL is managing a given program then MIL will receive that 10% (rather than the 2% otherwise payable to MIL).

Following the deduction of verified costs, and management fee, 2% of adjusted gross royalties will be payable to MIL and 98% of adjusted gross royalties will be payable to national Mensa groups, in direct proportion to the amount of component each group pays to MIL. MIL will provide the %s to be used for the payments to each national group, based on the quarterly component reports provided by each national group for the preceding 4 quarters. If a national Mensa group has not supplied its quarterly report on time, payment of royalties will be delayed, or may be reduced or disbursed between MIL and other Mensa groups.

If a national Mensa decides not to accept a contract in their territory, they will not be due any revenue from that contract.

For pre-existing international contracts these will switch to the new income distribution protocol starting with effect from the next royalty payment received after this policy is implemented.

The national group, or MIL, which has received the contract income, will

make payment as soon as practicable after receiving the royalty payment, based on the four quarters preceding receipt of the royalty by the contract holder (if a royalty payment is received on a quarterly component payment date, that quarter will be included when calculating the amounts due).

#### 15.7.4 REPORTING

Every time a licensing contract holder (whether a national Mensa group or MIL) receives a royalty payment, a report will be completed for MIL showing the gross royalty received, costs deducted (if any), and the amounts paid to MIL and each national group, including its own.

MIL will collate all such reports to produce an annual report showing all royalty payments received and how they have been disbursed.

**Motion: 22-20**

### **15.8 MENSAS WEBSITES MUST BE OWNED BY MENSAS**

All official national Mensa websites are to be registered and owned by the appropriate officially recognised national Mensa. All official international Mensa websites are to be registered and owned by Mensa International, Ltd. Individual members are not allowed to register or own a website that is, or purports to be, the official website for a national Mensa or for Mensa International.

Similarly, individual members are not allowed to own domain names of the form mensa.TLD or equivalent (where TLD stands for any kind of top-level-domain such as mensa.us, mensa.au, mensa.org.uk, mensa.com, mensa.biz, mensa.info, etc.), or any other domain name that implies that it is an official Mensa domain. Any and all domain names of this form that are owned by individual members must be transferred to Mensa International, Ltd. or to the appropriate national Mensa, with the cost of such transfer consisting only of the actual cost of (1) initially purchasing the domain name from the domain name registrar and (2) transferring the name to Mensa International, Ltd. or to the appropriate national Mensa with the domain name registrar.

**Motion: 18-12**

### **15.9 ONLY MIL CAN OWN THE TRADEMARK**

Individual members are not allowed to register or attempt to register the

Mensa name or logo as a trademark in any country, except if required by law in the particular country; and, in that case, the individual member must have a signed, binding agreement with Mensa International, Ltd. (MIL) that MIL is the ultimate owner of the trademark and that the individual will follow MIL's instructions regarding the trademark.

**Motion: 18-13**

### **15.10 OFFICIAL MENSA LETTERHEAD STATIONERY**

The IO shall be the sole authorised source for official Mensa letterhead stationery; that the stationery have a uniform format and be furnished to elected officers and appointees. Honorary President's and Honorary Vice President's stationery is to indicate honorific status.

**Motion: 83-50**

# 16. Constitutional Amendments

## 16.1 AMENDMENTS PROPOSED BY NMs

When a national Mensa or a group of national Mensas intends to bring a Constitutional amendment to the members, they are strongly advised, for cost-saving reasons, to combine the proposed amendments with the elections of the International officers.

In addition to the formal requirements described in the Constitution, they are strongly advised to:

1. Inform the Board and the International Election Committee of the proposals or draft proposals at the latest by 15<sup>th</sup> November of the year before the next election of officers.
2. Submit a draft ballot to the International Election Committee not later than 1<sup>st</sup> December of the year before the next election of officers.
3. Submit final versions of the proposed amendment and ballot by 15<sup>th</sup> December of the year before the next election of officers at the latest to the Board and the International Election Committee. The proposed amendment should be accompanied by a statement in support comprising no more than 500 words.

The Board shall consider the inclusion of the proposed amendment on the ballot and, if inclusion of the proposed amendment is approved, shall provide final text to the International Election Committee no later than 1<sup>st</sup> February.

Inclusion of a proposed amendment shall be declared approved by the Board on 15<sup>th</sup> January without a vote, unless a motion to reject the inclusion of the proposed amendment has been placed before the Board no later than 1<sup>st</sup> January. If such a motion fails, inclusion of the proposed amendment shall be declared approved by the Board.

The Board shall not reject inclusion of a proposed amendment other than on the grounds that the proposal is technically flawed, or that it fails to satisfy the requirements of Constitution XIII.B. Under no circumstances

may the Board reject inclusion of a proposed amendment on the grounds that the Board does not support the content of the amendment. A proposed amendment which is technically flawed may be amended by the Board with the agreement of the national group(s) which proposed it.

If requested to do so by the national group(s) which submitted the original proposal, the Board may vote to put the proposal to the membership in the name of the Board (as provided for in Constitution XIII.B).

The Board shall arrange for arguments for and against the proposed amendment to be submitted to the International Election Committee no later than 1<sup>st</sup> February. Comments from members shall be solicited in a timely manner via Mensas communication media as determined by the Mensas. The Board shall decide which comments shall be published to the membership with the ballot, having regard to the requirement for arguments for and against the proposed amendment to be expressed.

The International Election Committee shall distribute the ballots to national groups and provide instructions for their return, validation and forwarding which comply as far as possible with Rule 8 of the election rules agreed by the Board (“DISTRIBUTION, RETURN, VALIDATION AND FORWARDING OF BALLOTS”).

The counting of votes shall be subject as far as possible to Rule 10 of the election rules agreed by the Board (“INDEPENDENT ELECTION SUPERVISORY AGENCY”).

The national group(s) submitting the proposal shall be permitted to nominate one poll-watcher, as provided for in Rule 13 of the election rules agreed by the Board (“POLL WATCHERS”).

The International Election Committee shall give notice of the final vote count to the Board and the Executive Director no later than 15<sup>th</sup> June. The results of the ballot shall be published in the next available issue of the Mensa World Journal.

Disputes regarding the above procedures shall be subject, as far as possible, to the procedures set out in Rule 15 of the election rules agreed by the Board (“ELECTION DISPUTES”).

**Motion: 08-24, 19-02**

## **16.2 AMENDMENTS PROPOSED BY THE IBD**

The following procedures are adopted for amendments to the Constitution proposed to the membership by the IBD under Constitution XIII.B. They do not apply to constitutional amendments to be proposed to the membership by a national Mensa or group of national Mensas, which were covered in the previous bylaw, 16.1 Amendments proposed by NMs.

1. The IBD may decide to propose a constitutional amendment to the membership if its view is that the proposed amendment to the Constitution ought to be made, or that it ought to be considered and voted on by the membership. No such amendment shall be proposed by the IBD unless the IBD has voted to do so.
2. Constitutional amendments proposed to the membership by the IBD shall normally be combined with the elections of International officers.
3. The IBD (via the International Chairman) shall inform the International Election Committee (IEC) of the draft proposals, and submit a draft ballot to the IEC, no later than 15<sup>th</sup> November of the year before the next election of officers.
4. The IBD shall produce a statement in respect of the proposal, comprising no more than 500 words, explaining the purpose and intention of the proposal and the reason why it is being proposed by the IBD. The statement shall be sent to members with the proposal and the ballot.
5. The final versions of the proposal, the statement specified above and the ballot shall be forwarded to the IEC by the IBD (via the International Chairman) no later than 1<sup>st</sup> February of the year of the election of officers.
6. The IBD shall arrange for arguments for and against the proposed amendment to be submitted to the IEC no later than 1 February of the the year of the election of officers. Comments from members shall be solicited in a timely manner via Mensa communication media as determined by the ExComm. The IBD shall decide which comments shall be published to the membership with the ballot, having regard to the Constitutional requirement for arguments for and against the proposed amendment to be expressed.

7. The IEC shall distribute the ballots to national groups and provide instructions for their return, validation and forwarding which comply as far as possible with Rule 8 of the election rules agreed by the IBD (“DISTRIBUTION, RETURN, VALIDATION AND FORWARDING OF BALLOTS”).
8. The counting of votes shall be subject as far as possible to Rule 10 of the election rules agreed by the IBD (“INDEPENDENT ELECTION SUPERVISORY AGENCY”).
9. The IBD shall be permitted to nominate one poll-watcher, as provided for in Rule 13 of the election rules agreed by the IBD (“POLL WATCHERS”).
10. The IEC shall give notice of the final vote count to the IBD and the Executive Director no later than 15<sup>th</sup> June. The results of the ballot shall be published in the next available issue of the Mensa World Journal.
11. Disputes regarding the above procedures shall be subject, as far as possible, to the procedures set out in Rule 15 of the election rules agreed by the IBD (“ELECTION DISPUTES”).

**Motion: 09-34, 19-02**

### **16.3 WHEN AMENDMENTS TAKE EFFECT**

Amendments to the Constitution of Mensa are effective when the results of the vote on the amendment are published by the International Election Committee, unless the amendment itself states a different effective date.

**Motion: 17-10**

## **16.4 PROCEDURES FOR CONDUCTING APERIODIC CONSTITUTIONAL AMENDMENT BALLOTS**

The following rules are adopted by the International Board of Directors to govern the procedures for conducting aperiodic ballots for Constitutional amendments – i.e. ballots carried out in between the normal cycle of international officer elections.

Throughout these rules, unless otherwise specified, all dates will correspond with Coordinated Universal Time, all starting times will be 00:01 UTC on the date in question, and the time of all deadlines will be 23:59 UTC on the date in question.

### **DEFINITIONS:**

Throughout these rules, the following terms have the meanings indicated:

“Constitutional Ballot Committee (CBC)” means the persons appointed to manage the ballot to approve the Constitutional amendments.

“DIM” means Direct International Member.

“IBD” means the International Board of Directors.

“Independent Ballot Supervisory Agency” means a commercial company expert in conducting electronic balloting and supervising referenda.

“MWJ” means *Mensa World Journal*.

“national chair” means the member with chief executive authority within a national Mensa Committee.

“national Mensa Committee (NMC)” means the governing body (the board) of a national Mensa group.

“national Mensa group (NM)” means a Full National Mensa or a Provisional National Mensa.

“NCIE” means “national coordinator for international elections.” This is the person within a national Mensa responsible for managing the amendment ballot and interacts with the CBC on behalf of the national Mensa. By default, it is the national Mensa chair or permanent proxy, unless a different person is specifically appointed,

“publish” means distribution to the entire Mensa membership of the entity

doing the publishing (e.g., to all members of a national Mensa, or to all DIMs, or to the entire worldwide membership), whether electronically (via email or the like) or in print or both.

“votekey” means a unique identifier used to associate an electronic vote with the voter who cast it.

“voting period” is the period during which votes may be cast

### ***INTRODUCTION***

These procedures will apply to the process for balloting the membership on proposed Constitutional amendments that are conducted at a time other than in conjunction with the elections of the international officers. They will also apply if Constitutional amendments are planned to coincide with the international elections but all 4 officers are elected unopposed, thereby negating the need for a ballot for those positions.

The outline process is as follows:

- ➔ The amendments are drafted and sent to GPAC for scrutiny in accordance with bylaws 16.1 Amendments proposed by NMs and 16.2 Amendments proposed by the IBD.
- ➔ Pro and Con statements are sought. The most appropriate statements and the voting period for the ballot are decided by IBD.
- ➔ The national Mensas appoint a national coordinator for international elections (NCIE) and inform the CBC. This can be the national chair, an appointee or an employee.
- ➔ The CBC collates and checks the amendment texts and accompanying statements approved by the IBD and creates a ballot in consultation with the Independent Ballot Supervisory Agency. The CBC sends the final ballot containing the proposed amendments and the accompanying statements to the Agency and to the national Mensas.
- ➔ The Independent Ballot Supervisory Agency will distribute vote keys electronically, using the email addresses provided. National Mensas have the option of sharing their entire record of member e-mail address with the Agency. Otherwise, the registered e-mails on Mensa.org will be used to distribute vote keys to their members.

- ➔ The amendment materials, or a link to these, will be distributed along with the vote keys.
- ➔ The voting period opens and closes on the decided dates.
- ➔ The Independent Ballot Supervisory Agency tallies the electronic votes and sends the ballot results to the international Executive Director, who informs the International Chair.
- ➔ The International Chair (*or the Executive Director*) notifies the IBD and the wider Mensa membership of the results.

As outlined above, there are a number of decisions that are required by the IBD in order to permit the ballot to go ahead:

1. A decision to hold the aperiodic Constitutional amendment ballot.
2. The appointment of the Independent Ballot Supervisory Agency. (This could be decided as part of the decision to hold the ballot, or devolved to the CBC.)
3. The appointment of the Constitutional ballot committee (CBC).
4. The approval of the wording of the amendment(s).
5. The dates for the ballot process. (These could be approved as part of the decision to hold the ballot.)

Decisions/Actions for the Constitutional ballot committee:

1. The formal notice of the ballot.
2. The format of the ballot paper (with agreement of the Independent Agency).
3. The issuing of votekeys (either directly, or arranging for them to be issued by the Independent Agency).
4. The checking and issuing of all amendment ballot materials to national Mensa NCIEs.
5. Acknowledgement of confirmation from national Mensas of dispatch of paper ballots to the Independent Ballot Supervisory Agency.
6. Publication of Amendment Ballot Results.

## ***RULE 1 – NOTICE OF AMENDMENT BALLOT***

**1.1** The usual practice, as laid out in these Bylaws, is to combine a ballot on proposed Constitutional amendments with the election of international officers. However, there will be occasions when it is necessary or highly desirable to seek amendments to the international Constitution in the intervening period. When the IBD has approved the intention to hold an aperiodic ballot, the CBC will issue a notice announcing the amendment ballot. This notice will be published in the international electronic newsletter and in all national Mensa publications, or circulated by other appropriate means, in order to ensure that the notice reaches all members at least two months before the ballot starts. The notice is also to be published on the mensa.org web site and via any other appropriate electronic channels.

**1.2** As soon as the ballot has been announced, the processes set out in paragraphs “16.1 Amendments proposed by NMs” or “16.2 Amendments proposed by the IBD” as appropriate will begin, except that the dates associated with a ballot in conjunction with the election of international officers will not apply; the dates for the aperiodic approval of amendment texts and accompanying statements will be announced by IBD along with the notice of the ballot.

## ***RULE 2 – BALLOT PROCESS***

**2.1** Voting procedure for aperiodic Constitutional amendment ballots will be similar to those for the election of international officers and are as shown in Rules 3 and 4.

**2.2** National Mensas are required to ensure that all their members have the opportunity to vote. The NCIE of each national Mensa must submit evidence to the CBC of actions taken to meet with this requirement, such as copies of official publications or other national ballot correspondence. Deadline for submitting this will be announced by the CBC for each ballot.

**2.3** For each individual proposed amendment, voters will be provided the full text of the proposed amendment, together with a detailed explanation of the reason for the amendment, plus supporting statements for and against the amendment. The voters will have the option to record a vote for or a vote against; there is no option to abstain.

### ***RULE 3 – E-VOTING***

**3.1** The centralized voting procedure is purely electronic and is defined as the CBC, or the International Ballot Supervisory Agency acting on behalf of the CBC, distributing vote keys to those members for which they have received e-mail addresses.

**3.2** National Mensas may choose to share their membership list, with e-mail addresses, with the International Ballot Supervisory Agency in order to maximize the number of members who will receive a vote key. Deadline for doing this will be announced for each ballot. Only members in good standing as at 00.00 on a defined date to be announced for each ballot shall be included in this list; the deadline relates to the time zone where the membership would normally be administered or registered. The CBC will arrange for national Mensas to be able to share these lists in a way that is compliant with common data privacy laws.

**3.3** Members of national Mensas that do not share their membership list with the Independent Ballot Supervisory Agency must register on the international website mensa.org in order to receive a vote key. The CBC will extract these e-mail addresses and share them with the Independent Ballot Supervisory Agency, who will create the final list of members who will receive individual votekeys.

**3.4** National Mensas that do not share their membership list with the Independent Ballot Supervisory Agency must inform their members that, in order to vote electronically, they must be registered at the international website [www.mensa.org](http://www.mensa.org) and submit an e-mail address. **Deadline for informing the members of this will be specified for each ballot and notified in good time to ensure that the registration process may be accomplished prior to the cut-off date specified in accordance with Rule 3.4.**

**3.5** The amendment ballot materials and the electronic ballot form will be prepared by the Independent Ballot Supervisory Agency and approved by the CBC before use.

### ***RULE 4 – PAPER BALLOTS***

*Note: The provisions of Rule 4 apply only to those national Mensa groups that have decided to offer paper ballots for members, which shall be a way to vote without using the Internet.*

## **Preparation of ballot materials.**

**4.1** Each national Mensa must inform the CBC of the person nominated to be that national Mensa's NCIE, no later than a specified date to be announced for each aperiodic ballot process.

**4.2** The CBC will provide a master copy of the paper ballot and other ballot materials to the NCIE of each national Mensa group, to the IBD, to the Mensa International office, by a specified date to be announced for each aperiodic ballot process. The NCIE of each national Mensa group will be responsible for distribution of the amendment ballots to the members of the national Mensa group concerned by publication in the group newsletter to ensure that it will reach members by a specified date to be announced for each aperiodic ballot process.

**4.3** National Mensas that offer voting by paper ballot are required to provide their members with all ballot materials on paper along with the ballots to be submitted. This is necessary if they have members that wish to vote without using the Internet.

**4.4** The cost of printing and distributing amendment materials is not reimbursed by Mensa International.

**4.5** Only members in good standing as at 00.00 on a date to be specified for each referendum ballot shall be eligible to vote; the deadline relates to the time zone where the member's membership would normally be administered or registered.

**4.6** Failure of any national Mensa group to arrange for a timely distribution of ballots may result in the loss of voting privileges for the members of that national Mensa group, but will not affect the validity of the ballot. The ballot form must be published in English and must be identical in content and style to the ballot supplied by the CBC. The ballot forms must be printed in A4 or US letter size and may not be reduced in size to fit a smaller format national magazine. For each amendment, the ballot will show the text of the amendment, a detailed explanation of the reason for the amendment, plus supporting statements for and against the amendment. There will be only two options: a vote for or a vote against.

**4.7** Other ballot material to be published with the ballot will include:

- (a) Instructions for voting, including clear instructions for what is

required on the outside of the envelope if a ballot is to be valid. Also included should be the deadline for return of ballots, which is that all ballots (paper and electronic) must be received no earlier than a date to be specified for each ballot.

(b) The address to which the completed ballot must be returned.

**4.8** In all Mensa International referenda conducted by mail ballot, postage for mailed ballot returns shall not be provided. Voters must pay their own postage if they choose to return a ballot by mail.

### **Return of Paper Ballots**

**4.9** After voting, each member voting on a paper ballot must place the ballot in an envelope that must be sealed and marked “International Mensa Ballot”, in the upper left corner of the front side of the envelope. On the outside of the envelope, each member must write his/her name in block letters as it appears in Mensa records, plus his address and Mensa membership number. An envelope lacking the member’s name, address, or membership number will be deemed invalid and the enclosed ballot will be invalid.

**4.10** If the ballot and referendum materials are printed as part of a national publication, and, if two or more members in one family receive one issue of the national publication, each additional member may copy the ballot, vote, then place the ballot in a separate envelope marked and sealed in accordance with Rule 4.9 above.

**4.11** In each national Mensa group, the NCIE will designate the address to which ballots must be returned. This address will be published with the ballots (Rule 4.7.b). All completed ballots must be mailed or otherwise delivered to this address.

### **Validation of Ballot Envelopes for Paper Ballots**

**4.12** The NCIE of each national Mensa group will have the responsibility to determine the validity of each ballot envelope returned to the designated address, following these guidelines

(a) If more than one envelope is received from the same member, only the first ballot sent (postmarked) from that member may be considered valid (if it meets all other requirements); all subsequent paper ballots from that member must be declared invalid.

(b) Any ballot envelope submitted by a person not a member in good standing, must be declared invalid.

**4.13** If a national Mensa fails to have sent said information to the Independent Independent Ballot Supervisory Agency y by the date specified for the referendum ballot, all ballot envelopes of that national Mensa must be declared invalid.

**4.14** Any ballot envelope that does not have all required information (Rule 4.9) must be declared invalid.

**4.15** Any ballot envelopes postmarked prior to the start date for the referendum will be deemed as received during the ballot period.

**4.16** Immediately after the end of the voting period, the Independent Ballot Supervisory Agency shall compile lists of member numbers that have voted electronically based on used votekeys, for each national Mensa group; and, by the end of the day following the end of the voting period, it shall send the lists to the CBC for forwarding to the appropriate national groups for use in the validation process. The forwarding by the CBC to the national groups is to take place no later than three days after the end of the voting period.

#### **Forwarding of Paper Ballots**

**4.17** Within seven days of the end of the voting period, the NCIE must sort all ballot envelopes into valid and invalid groups. None of these envelopes will be opened. The NCIE will write a note on each envelope that was declared invalid indicating why it was declared invalid.

**4.18** No later than seven calendar days after the end of the voting period both the valid and invalid unopened ballot envelopes will be sent in bulk by courier or express mail to the Independent Ballot Supervisory Agency, where they must be received by no later than **14 calendar days from the end of the voting period**; only ballots received by the Independent Ballot Supervisory Agency within **14 calendar days of the end of the voting period will be counted**. The ballots must be accompanied by a statement from the NCIE, certifying:

- (a) The number of ballot envelopes being forwarded.
- (b) That all forwarded valid ballot envelopes are from members in good standing.

(c) That all valid ballot envelopes were received no later than the end of the voting period, and only those, are being forwarded.

**4.19** Each NCIE is to inform the CBC when it has sent the ballots to the Independent Ballot Supervisory Agency. The CBC is to send acknowledgement of the notification back to the NCIE. The Independent Ballot Supervisory Agency is to notify the CBC when it has received ballots from a national Mensa. The CBC is to acknowledge receipt of the notification back to the Independent Ballot Supervisory Agency and to the national Mensa.

**4.20** If the ballots of a national Mensa group are not received by the Independent Ballot Supervisory Agency in time to be counted, i.e., if they are not received on or before 14 calendar days after the end of the voting period, then that national Mensa group will not qualify for reimbursement of the cost for sending paper ballots to the Independent Ballot Supervisory Agency.

***RULE 5 – INDEPENDENT BALLOT SUPERVISORY AGENCY***

**5.1** The CBC will appoint an Independent Ballot Supervisory Agency for aperiodic Constitutional amendment ballots. This agency will have the following duties:

- (a) To provide the on-line voting means.
- (b) To tally the electronic votes and any paper ballots for the individual amendments and to report the results to the international Executive Director.

**5.2** The agency shall not make the electronic material or results available to any Mensa member or any other third party, unless directed to do so by the CBC.

***RULE 6 – PUBLICATION OF RESULTS***

**6.1** A Constitutional amendment passes, only under the following conditions:

“provided that, of the members from whom completed ballots are received, more than one-half vote in favour of the amendment and the amendment is favoured by the voters in at least one-third of the national Mensas.”  
(Constitution XIII.A)

**6.2** The announcement of the results will, therefore, show the totals of votes received for and against each proposed amendment, together with whether the conditions have been met for that amendment to pass. Full tallies of the votes cast will also be provided.

**6.3** The Independent Ballot Supervisory Agency will tally votes and inform the international Executive Director.

**6.4** The international Executive Director will give notice of the final vote count to the International Chair in the shortest practical timescale after receiving the results from the Independent Ballot Supervisory Agency. The international Chair (*or the executive director*) will inform the IBD and the News Team.

**6.5** The detailed results, including a full breakdown of votes received by country will be published in the international electronic newsletter and on mensa.org.

**6.6** The approved amendments to the Constitution will become effective immediately upon the publication of the results, unless a date is otherwise specified in the text of the amendment.

#### ***RULE 7 - MISCELLANEOUS***

**7.1** All national groups, national offices, NCIEs, and national chairs must cooperate with the CBC and follow its directives regarding the conduct of such Constitutional ballots.

**Motion: 20-08, 22-17, 23-07**

# 17. International Elections

## 17.1 QUESTIONS FOR CANDIDATES

The following set of questions is adopted by IBD to be put to candidates for all elections of International Elected Officers (including the election for Director - Smaller National Mensas), as provided for in Constitution X.A.2 and X.B.4:

1. What do you see as the most important aspect of the role for which you are standing?
2. What are the current significant challenges of the role for which you are applying, and how will they shape the future?
3. What relevant experience do you have for the role for which you are applying?
4. From the perspective of your desired role, what is the solution for a current challenge in Mensa?
5. What do you wish to achieve during your term of office?

**Motion: 06-49, 24-15**

## 17.2 MEMBER NOT NOMINATED BY OWN NM

In all elections for International Elected Officer Posts (other than Director – Smaller National Mensas), starting in 2009, where a candidate is not nominated by the national Mensa of which he is a member, the national committee may request that the material published to voters with the candidate material indicates this fact.

The IEC will be responsible for contacting the national committee of any candidate covered by the above when nominations close, in order to determine whether the national committee wishes the information to appear with the election material.

If the information is published, it should be in the format “This Candidate is not nominated by Mensa \_\_\_\_\_”.

The above procedure shall be made known to all candidates in advance.

**Motion: 07-15**

### **17.3 NO INTERVENTIONS IN ELECTIONS**

No national Mensa shall intervene in international elections except in accordance with the international election rules, and Mensa International shall not intervene in national Mensa elections except if asked to do so by the national Mensa or if the national Mensa is under sanctions.

**Motion: 79-Sept, 16-08**

### **17.4 POLL WATCHERS**

Poll watchers should not be able to identify voters when observing the ballot count.

**Motion: 01-33**

### **17.5 CANDIDATES CANNOT USE MEMBER DATA FOR CAMPAIGNS**

Mensa International and national Mensas shall not release membership data to candidates or others for the purpose of campaigning for Mensa International office. Persons possessing membership data released by national Mensas for other purposes shall not use such data for Mensa International campaign purposes.

**Motion: 04-24**

### **17.6 CONFLICTS OF INTEREST**

In order to avoid even the appearance of impropriety by the Mensa International Election Committee, all appointments to it shall be subject to the following continuing condition: A member of the Election Committee shall be deemed to have resigned from the Election Committee, and shall take no further part in its deliberations or voting, at such time as a significant other, blood relative, in-law, or spouse of such Election Committee member is actively considered by the Election Committee as a candidate for an elected International Office.

It is incumbent upon all members of the Election Committee to bring any potential conflict of interest, including conflicts not specifically included above, to the attention of the other members of the committee. If the potential conflict is not specifically identified above, the Election Committee shall determine whether or not a conflict exists.

When a conflict has been identified by the Election Committee, the committee chairman shall immediately notify ExComm so that an alternate may be appointed.

**Motion: 08-03**

## **17.7 RULES FOR THE ELECTION OF INTERNATIONAL OFFICERS OF MENSA BY MEMBERS**

The following rules have been adopted by the International Board of Directors to govern the election of the following International Elected Officers of Mensa International: Chairman, Director-Administration, Director-Development, and Treasurer.

Throughout these rules, unless otherwise specified, all dates will correspond with Coordinated Universal Time, all starting times will be 00:01 UTC on the date in question, and the time of all deadlines will be 23:59 UTC on the date in question.

### **DEFINITIONS:**

Throughout these rules, the following terms have the meanings indicated:

“DIM” means Direct International Member.

“election period” means the period in which the voting process takes place in the election year, which shall be April 15th at the latest through May 31st, as defined in the International Constitution at the time of approval of these rules. This includes the period during which votes are verified and is different to the “voting period”. See below.

“election year” means the year in which an election is held. “IBD” means the International Board of Directors.

“Independent Election Supervisory Agency” means a commercial company expert in conducting electronic balloting and supervising elections.

“IEC” means the International Election Committee (see Constitution Section X.A.2).

“IER” means the International Electoral Register.

“MWJ” means *Mensa World Journal*.

“national chair” means the member with chief executive authority within a national Mensa Committee.

“national Mensa Committee (NMC)” means the governing body (the board) of a national Mensa group.

“national Mensa group (NM)” means a Full National Mensa or a Provisional National Mensa.

“NCIE” means “national coordinator for international elections.” This is the person who interacts with the IEC on behalf of the national Mensa, whether that be the national chair, or an appointee, or an employee, or anyone else. By default, it is the national Mensa chair, unless a different person is appointed

“preferential voting system” means the voting system wherein the voter expresses their preferences by means of a transferable vote.

“publish” means distribution to the entire Mensa membership of the entity doing the publishing (e.g., to all members of a national Mensa, or to all DIMs, or to the entire worldwide membership), whether electronically (via email or the like) or in print or both.

“votekey” means a unique identifier used to associate an electronic vote with the voter who cast it.

“year before the election year” means the year before one in which an election is held. Elections are held every 3 years (2024, 2027, 2030.....)

“voting period” is the period during which votes may be cast – April 15th through May 15th.

## ***INTRODUCTION***

These rules apply to the election for International Chair, International Director-Administration, International Director-Development and International Treasurer. The remits for the four positions may be found in the International Constitution IV.C.

(Note: The election for the position of Director – Smaller National Mensas is managed separately from the election of the four member-elected officers. See Constitution Section X.B.)

International elections require actions both on the international level and within individual national Mensas. The outline process is as follows:

- The International Election Committee (IEC) announces the election to the membership, detailing the process, including relevant deadlines, and invites members to seek nomination.
- Candidates register their intention to stand for election to the IEC, by seeking nomination.
- The IEC notifies National Mensas of the nomination process; national Mensa boards or individual members acting together may nominate candidates.
- Candidates provide their election campaign materials to the IEC by the deadline date.
- The IEC creates the nomination webform for candidates, making the candidate material available to the national Mensas for the purpose of nomination.
- National Mensa nominate candidates they wish to support by using the provided webform.
- The IEC collates and checks campaign materials from the candidates, creates a ballot for the candidates that are not unopposed. The IEC sends the ballot and the candidate materials to the Independent Election Supervisory Agency.
- Each national Mensa appoints a national coordinator for international elections (NCIE) and informs the IEC. This can be the national chair, an appointee or an employee.
- An International Electoral Register will be created, with member data supplied by Mensa International and the national Mensas.
- The Independent Election Supervisory Agency will distribute vote keys electronically by e-mail together with the ballot and the candidate material, or a link to these, to all members included in

the Electoral Register.

- Voting opens; voting takes place; voting closes.
- The Independent Election Agency tallies the electronic votes and sends the consolidated results to the IEC.
- The IEC notifies the candidates, the IBD and the wider Mensa membership of the results.

**The following fourteen Rules describe the election process in detail.**

**IMPORTANT.** Every stage of the process must be performed entirely by persons who are impartial and disinterested in the outcome of the election. Therefore,

-- If a member of the IEC becomes a candidate, or if the spouse of a member of the IEC becomes a candidate, or if a member of the IEC has any conflict of interest regarding the election, the IEC member must immediately resign from the IEC.

--The national coordinator for international elections (NCIE, and any other personnel associated with the election process) in each national Mensa must be impartial and disinterested in the results of the election.

-- The Independent Election Supervisory Agency, and each of the personnel within the Agency assigned to the Mensa election, must be impartial and disinterested in the results of the election.

***RULE 1 – NOTICE OF ELECTION***

**1.1** No later than September 1st of the year before the election year the IEC will issue a notice announcing the election and initiating the nomination process. This notice will be published in the international electronic newsletter, in all national Mensa publications, and circulated by other appropriate means, in order to ensure that the notice reaches all members by November 1st of the year before the election year. The notice is also to be published on the mensa.org web site and via any other appropriate electronic channels.

**1.2** The notice will instruct candidates for the four offices and specify that the IEC must receive nomination requests from candidates no later than

January 4th of the election year for them to be valid. The notice will also specify how to obtain rules for completion and submission of nominations and the address to which nominations must be sent.

## ***RULE 2 – INFORMATION FOR CANDIDATES***

### **FORMAT OF INTENTIONS TO RUN**

**2.1** Candidates must inform the IEC that they intend to stand and are therefore seeking nominations and provide their candidate material to the IEC. To be permitted to stand a candidate must secure at least one nomination. The process for nominations is described in Rules 3 and 4.

**2.2** Candidates may inform NMCs that they are seeking nominations. Each NMC may nominate candidates by informing the IEC of their intention. The means of doing this shall be provided by the IEC. Once a nomination has been received, the IEC will confirm the nomination by informing the respective candidate.

**2.3** The IEC will provide a web form for nominations to ensure uniformity of requests, with all supporting documents. Nomination requests shall not be disclosed by the IEC to third parties before the deadline. Candidates are free to disclose their intention to stand as they wish.

**2.4** Intention to run from candidates and nominations from NMCs must be sent to the IEC ([iec@mensa.org](mailto:iec@mensa.org)), who will confirm receipt, **no later than February 1<sup>st</sup> of the election year** and contain the following information;

- Full Name of candidate;
- National Mensa to which they belong (or state that they are a Direct International Member);
- Address and other relevant contact information including email address;
- Acceptance of candidacy, if nominated;
- Current portrait photograph, no older than 2 years;
- Scan of personal pages of their current passport;

- Campaign statement, biographical statement, and answers to the IBD questions (as shown in Bylaw 17.1, Questions for candidates) are not mandatory, but they will be shared with the membership in the interest of transparency (each answer limited to 500 words).

**2.5** The biographical and campaign statements and responses to IBD questions must be provided in the English language. These documents may also be submitted in a translation into one or more additional language(s). The word limit for each translated statement must be reasonable in accord with Rule 2.3. The IEC reserves the right to ask neutral parties to verify the content of the translation is equivalent to the statement in English, and to reject any statements that are not equivalent to the English translation.

**2.6** The IEC may request additional supporting documentation to support factual claims made in the candidacy (diplomas, degrees etc).

**2.7** If a candidate intends to stand in the election as part of a slate of candidates, this must be stated on the request, and if the other named candidates on said slate reciprocate, they shall be identified in the election material as belonging to the same slate. The name of the slate shall be stated in the nomination request. The term “slate” means a list of two or more candidates wishing to be identified as a group supporting each other’s candidacies; each member of the slate must explicitly agree to be a member of the slate in order to be included on the slate. Good standing is defined in Constitution Section III.F.

**2.8** National Mensas are required to ensure that all their members have the opportunity to vote. The NCIE of each national Mensa must submit evidence to the IEC of actions taken to meet with this requirement, such as copies of official publications or other national election correspondence. Deadline for submitting this is March the 20th of the election year.

***RULE 3 – NOMINATIONS BY NATIONAL MENSA COMMITTEES:  
NOMINATIONS AND ENDORSEMENTS***

**NMCs can nominate or endorse candidates. Nominations from NMCs are collected by the IEC in parallel with Intentions to run from candidates before the final list of candidates is published by the IEC. Nominations from NMCs must be inscribed on the electronic ballot**

**next to each candidate's name. After the final list of candidates is published by the IEC and before voting starts, NMCs may endorse candidates publicly. Endorsements will not be published on the electronic ballot**

**3.1** The IEC will collect all nomination requests and accompanying documentation and make it all available online for the IBD and all national Mensa representatives.

**Deadline for this is one week after deadline for nomination requests by candidates, January 11th of the election year.**

**3.2** The IEC shall offer an on-line form for the chairs or permanent proxies of NMCs to indicate which candidates, if any, they want to nominate, and issue instructions for the nomination process. A candidate needs at least one nomination to be eligible in the election. Nomination of a candidate shall indicate that the national Mensa believes that candidate is well-suited to, and capable of fulfilling the requirements of, the post for which the candidate is standing.

**3.3** All NMCs are to inform the IEC whether any candidate seeking nomination who claims to be member of their NM is a current member in good standing. The means of doing this shall be provided by the IEC.

**3.4** If any candidate is not nominated by their own national Mensa, and the concerned NMC requests to the IEC that this fact should be known, the IEC will arrange for this to be displayed along with the nominations in the format "This Candidate is not nominated by Mensa [country]." (see Bylaw 17.2) The above procedure shall be made known to all candidates and national Mensas in advance.

**3.5** Deadline for making nominations to the IEC is **February 1<sup>st</sup> of the election year.**

#### ***RULE 4 – NOMINATIONS BY MEMBERS' PETITION***

**4.1** The Constitution, Section X.A.5., permits nominations for a candidate or slate of candidates by means of a petition signed by at least 100 members in good standing as of January 1st prior to the election. A webform petition template will be provided by the IEC.

**4.2** The IEC will verify the good standing and the validity of each member adding their name to a nominating petition. Each person signing the petition must be identifiable and contactable and the validity of each petitioner will be verified by emailing them and requiring them to confirm their participation in the petition.

The e-mail used to sign the petition must match the e-mail registered for them in the international member directory, or the international website.

No candidate may verify the supporting signatures of their nominating petitions, or of nominations for slates in which they are included. The Mensa International office will certify whether a DIM who signs a petition is a current member in good standing.

**4.3** Petition signatures must be submitted on a webform provided by the IEC. Failure of any signatory to provide all information required on the petition form will invalidate that supporting signature.

**4.4** For a petition to be valid, it must reach at least 100 verified signatures no later than February 1st of the election year.

### ***RULE 5 – PRESENTATION OF CANDIDATES***

**5.1** If there is only one valid candidate and nomination for an office, the Election Committee shall declare that candidate elected, informing the International Chair, the Mensa International Executive Director, and the successful candidate(s) of the result. This information is embargoed for 24 hours, after which the IEC chair will inform the IBD, and the result shall be published in the international electronic newsletter. The name of any such unopposed candidate shall not appear on the ballot.

**5.2** The campaign statements, with pictures, of all nominees shall be presented to the members online in a suitable location determined by the IEC and on the Independent Election Agency website. Each candidate's presentation must be presented in such a way that it does not adversely impact that of any other candidate. For example, the material belonging to any candidate could be accessed by clicking on that candidate's name, or any similar arrangement. Presentations must not be stacked after one another in a single big document, in a way that forces the voter to browse page after page to read about every candidate, since that would impose an

unfair disadvantage on candidates included further down in the stack. If a candidate has submitted material translated to other languages (see rule 2.4), this extra material should be added after the English version.

**5.3** The ballot shall list the candidates for each office in order determined by lot by the IEC. If the Independent Election Supervisory Agency allows for automatic randomization of the order of candidates on each electronic ballot, the IEC may choose to avail itself of this option. The Committee shall designate on the ballot which candidates are running jointly (as a slate).

**5.4** The IEC shall have the right to edit the material submitted by a candidate or a slate of candidates under Rule 2 only when:

a) It is necessary, guided by legal advice, to edit potentially libellous or obscene material; or

b) The material exceeds the word allotments specified in Rule 2. If time permits, the candidates or all candidates on a slate shall be informed of the proposed editing and be given the opportunity to submit revised materials. If there is insufficient time to discuss the content with the candidate(s), words will be eliminated at the end of the material to bring it into conformance with the allowed word count. If this is done, the ballot material will so state.

**5.5** The IEC is not responsible for the content of any candidate's statements. The IEC is not required to, on its own, verify any information or material presented as fact included in the candidate statements, and the ballots will state this. However, if an allegedly false or misleading statement is brought to the attention of the IEC by a third party, the IEC may choose to investigate and take action in accordance with Rule 5.4. The IEC may not, on its own, disqualify a candidate for false or misleading information, but shall raise any such matter to the IBD and the International Ombudsman.

**5.6** Wherever the election material is officially published, no-one is permitted to add text to, remove text from, or change the election material submitted by the IEC. It is only allowed to make changes in the layout of the material to fit the format of the magazine.

## ***RULE 6 – CAMPAIGNING REGULATIONS***

**6.1** Neither Mensa International nor national Mensa groups may release membership data to candidates or to others for the purposes of campaigning for international office. Persons possessing membership data released by national Mensa groups for other purposes shall not use such data for international Mensa campaign purposes.

**6.2** Social media may be used freely but national Mensa platforms, mail lists and magazines that reach all members in a country must not be used for campaigning by, or on behalf of, candidates, unless all candidates are given equal access to such channels.

**6.3** National Mensas may not campaign for or give preferential treatment to any candidate. It is, however, allowed for a National Mensa to issue a recommendation to their members on how to vote, as long as this recommendation is published separately from the actual ballot and ballot materials.

**6.4** False or misleading statements in campaigning may result in disqualification of candidacy.

**6.5** Candidates who use a website or web pages accessible to the public outside of Mensa must include the following general disclaimer:

*“These web pages are an internal Mensa communication in connection with a campaign for the election of Mensa International officers. It is not an official communication of Mensa, and the statements contained herein do not express official policies or positions of Mensa. For information about Mensa, please go to:” followed by a hyperlink to [www.mensa.org](http://www.mensa.org). This message must be the first thing the viewer sees.*

## ***RULE 7 – VOTING***

**7.1** There shall be an International Electoral Register (IER) to serve as the basis for the voting procedure, which is electronic. The IEC, or the Independent Election Agency acting on behalf of the IEC, will distribute vote keys to all members listed in the IER, and only them, by their individual e-mail addresses listed, so that these may cast their votes.

**7.2** Only members in good standing as at 00.00 on April 3rd of the election

year shall be included in the IER. As all members of Mensa in good standing must be given opportunity to vote it is incumbent on all national Mensas and Mensa International in the case of DIMs, to make every effort to ensure that all members are added to the IER, along with a valid e-mail address.

**7.3** All members included in the international member database maintained by Mensa International (see Bylaw 11.1) will automatically be added to the IER. To avoid disenfranchising its members, a national Mensa that for any reason does not submit its complete member data to the international member database (or to the Agency under 7.4), must provide its members with the means to opt-in to the IER.

**7.4** Any national Mensa that at the time of the election has not submitted member data to the international member database can still guarantee that all its members are included in the IER by submitting member data directly to the Independent Election Agency. Deadline for doing this is April 5<sup>th</sup> of the election year. Only members in good standing as at 00.00 on April 3<sup>st</sup> of the election year shall be included in this list; the deadline relates to the time zone where the membership would normally be administered or registered. The IEC will arrange for national Mensas to be able to share these lists in a way that is compliant with common data privacy laws.

**Deadline for informing the members of this is 28<sup>th</sup> of February of the election year. All members must be sent this information without having to seek it or ask for it.**

**7.5** The candidate materials and the electronic ballot form will be prepared by the Independent Election Supervisory Agency and approved by the IEC before use.

***RULE 8 – INDEPENDENT ELECTION SUPERVISORY AGENCY***

**8.1** The IEC will select an Independent Election Supervisory Agency as specified in Constitution Section X.A.2. ExComm can advise the IEC in the selection of a supervisory agency. This agency will have the following duties:

(a) To tally the votes for the individual candidates and to report the results

to the IEC Chair.

(b) To ensure that the all votes cast are valid in accordance with the International Electoral Register and that there are no duplicate votes.

(c) To retain all voting data until notified by the IEC chair that the election process is complete and finalized. The election process will be considered complete and finalized, when the deadline for resolving disputes, if any, has passed. (See Rules 11 and 12.)

**8.2** The agency shall erase the voting data and all other election material after completion of the election process, once directed to do so by the IEC chair (see Rule 12.1.d).

**8.3** The agency shall not make the electronic voting data or results available to any Mensa member or any other third party, unless directed to do so by the IEC.

## ***RULE 9 – VOTING SYSTEM***

**9.1** If there are two candidates for any office, the candidate obtaining the higher number of valid votes will be declared elected.

**9.2** If there are more than two candidates for any office, a preferential voting system will be used as follows:

1. Each voter will have one transferrable vote.

2. To record their vote on the ballot, a voter

(a) must place the number 1 opposite the name of the preferred candidate for whom they are voting.

(b) may indicate the order of preference for as many other candidates as they wish, by putting the numbers 2,3,4 etc, opposite their respective names.

**9.3** The Independent Election Supervisory Agency will tally votes using the preferential voting system. See Rule 9.2 and Appendix II.

**9.4** Any ties that develop during the process of counting votes will be decided as follows:

(a) If there are more than two candidates in the race, the number of first-preference votes for each of the tied candidates will be determined, with the candidate who has the largest number of first-preference votes among the tied candidates being declared the winner of that tiebreak procedure.

(Note that this procedure could be used to determine who wins an election, or it could be used to determine who gets eliminated and who goes on to the next round of counting if no candidate has a majority and there are two or more candidates tied with the smallest number of votes.)

(b) If (a) does not apply, or if (a) does apply and a tie still remains after using the procedure in (a), the tie will be decided by a coin toss. In this event, the coin toss will be performed by a representative of the Independent Election Supervisory Agency and will be witnessed by Mensa International's Executive Director or by a Mensa member in good standing who is not a candidate.

**9.5** The Mensa Constitution X.A.1 requires the following additional factor to be complied with before declaring any candidate elected:

(a) If more than 40% of the votes in favour of a candidate come from one national Mensa or in the case of Direct International Members any one country, then the number of votes in favour of the candidate from that national Mensa or country, and the total number of votes in favour of the candidate, shall be reduced one by one until the number of votes in favour of the candidate from that one national Mensa or, in the case of Direct International Members any one country is not more than 40% of the total vote in favour of the candidate; then the normal vote-counting shall occur using the new total in favour of the candidate.

(b) If there are three or more candidates in a race, the 40% cap shall be implemented in second and following counts as follows: All the ballots from the previous counting shall be redistributed and added as normally done in preferential voting, i.e., none shall be eliminated on the basis of the 40% cap; then the 40% cap shall be applied to the votes after redistribution.

## ***RULE 10 – PUBLICATION OF RESULTS***

**10.1** The IEC chair will give notice of the final vote count to the International Chair, the Mensa International Executive Director, the News

Team, and all candidates, no later than June 5th of the election year.

**10.2** The candidates, and the other initial recipients of the election results, are to hold the results in confidence until 24 hours after the IEC chair sent the results out. The reason for this 24-hour period is to allow an opportunity for all candidates, who may live in any time zone anywhere in the world, to receive the results directly from the IEC in advance of anyone else learning the results.

**10.3** At the end of the 24-hour period, the IEC chair will notify the IBD by email of the election result. The detailed results, including a full breakdown of votes received by country will be published in the international electronic newsletter and on mensa.org. The newly elected officers will assume their offices on July 1st of the election year. Their term of office will end on June 30th of the year three years after the election year.

### ***RULE 11 – ELECTION DISPUTES***

**11.1** Any candidate for office who wishes to protest an alleged defect or irregularity in the election process may contact the IEC through its Chair, about that defect or irregularity.

**11.2** Each complaint must be in writing and must state a specific grievance. The complaint must be sent by e-mail. The complainant will receive a confirmation that the complaint has been received.

**11.3** Each complaint must contain specific requests for remedial action.

**11.4** All complaints must be received no later than seven days following the date election results are notified to candidates by the IEC. The identity of the complainant (real name, or name on Mensa membership records, and national Mensa of which the complainant is a member) must be included when the complaint is filed.

**11.5** The IEC will consider each properly filed complaint in a timely manner and will take whatever remedial action it considers to be necessary or desirable. The action taken by the IEC will be communicated to the complainant and to all others affected including but not limited to the Mensa International Office Executive Director, all candidates of that election, and the IBD.

**11.6** When the IEC cannot make a decision within seven days after having received the complaint, the IEC will inform the Mensa International Executive Director, all candidates of that election and IBD.

**11.7** The IEC shall disclose the nature of the complaint to the Mensa International Executive Director, ExComm and all candidates.

**11.8** Where the impact of any election irregularity affects a total number of votes too small to change the outcome or validity of the Mensa International election, the irregularity will be corrected if correction is possible, and any correction can be done without substantial expense. “Substantial expense” will be determined by the IEC in consultation with the IBD and will require the approval of the IBD. The validity and outcome of the Mensa International election will not be affected by any failure to correct the irregularities described in this section.

**11.9** In the event that there are alleged irregularities affecting a national Mensa group, all consequences of such irregularities, all remedial actions of the IEC, and any effects of those remedial actions will be strictly limited to the national Mensa group in which the irregularities occurred. Any such irregularities will not invalidate the Mensa International election, but may cause the ballots from that particular national Mensa group to be invalidated.

**11.10** If the party complaining is not satisfied with the actions taken by the IEC, he or she may appeal to the International Ombudsman. This appeal must be in writing and must be received no later than seven days after the IEC’s decision concerning remedial action has been e-mailed to the complainant. The appeal must also contain a copy of:

- (a) the original complaint to the IEC.
- (b) the IEC’s reply.
- (c) any other necessary pertinent information.

**11.11** The International Ombudsman will have authority to order any remedial action he or she may deem necessary, including but not limited to: modifying election deadlines, recounting ballots and allowing those members wrongly excluded from the International Electoral Register to be added past the deadline, as long as the voting period has not yet ended.

If the International Ombudsman believes that the only way to remedy a situation likely to have materially affected the outcome of the election for any office is to hold a new partial or full election, he or she shall so recommend to the IBD.

***RULE 12 – END OF TERM OF OFFICE OF IEC***

**12.1** The IEC will remain in office until the following steps have been taken:

(a) Completion of the election and announcement of results as described in Rule 12.

(b) The time for resolving any election disputes has passed, including the time the Ombudsman may need to resolve disputes.

(c) The IEC has prepared statistics regarding the election, including the total number of votes received from each national Mensa (counting DIMs as a national Mensa for purposes of this Rule), the number of spoiled ballots from each national Mensa, the number of invalid ballots from each national Mensa, and the number of votes for each candidate from each national Mensa at each stage of the counting, and has sent said statistics to the Mensa International office for retention. Most of these statistics will necessarily come from the Independent Election Supervisory Agency, and the reports and statistics of the Agency should be forwarded to the Mensa International Executive Director exactly as received, unedited. The IEC should also send to the Mensa International Executive Director any other statistics and/or reports the IEC feels will be of assistance in explaining the particulars of that election for the benefit of future IECs.

(d) The Independent Election Supervisory Agency has been notified that the election material can be destroyed.

**12.2** The foregoing steps must be completed by August 31st of the election year, unless the IEC can show good cause for extending this deadline.

***RULE 13 – MISCELLANEOUS***

**13.1** The IEC will define its own mechanism for internal communication, such as mailing lists, forums and other means the IEC deems convenient.

The IEC will not use the Mensa infrastructure for their internal communication, as Mensa technicians, system administrators and others have access to the servers and emails.

**13.2** All candidates, national groups, national offices, NCIEs, and national chairs must cooperate with the IEC and follow its directives.

***RULE 14 – HAND-OVER TO NEXT COMMITTEE***

One week before dissolution the IEC will send the following to the Mensa International office Executive Director:

- Templates of all forms that were used, together with web archive copies of any webforms used.
- Text of the “notice to call for nominations to be provided to the News Team, the national chairs”.
- Text of the email to the national chairs where a local member was not nominated by their own national Mensa.
- Ballot used.
- Text of the instructions to the News Team and the national chairs how to publish the election material, how to collect the ballots, and how to send these to the Independent Election Supervisory Agency.
- Text of the mail that was used to inform the candidates of the location, date and time of counting of the ballots.
- Any other material the IEC deems useful for the next IEC.

**Motion: 20-06, 22-17, 23-03, 23-07, 24-13, 24-14, 24-16**

## **17.8 RULES FOR THE ELECTION OF THE DIRECTOR – SNM**

The following rules are adopted for all elections to the post of International Director - Smaller National Mensas:

1. The role of International Director - Smaller National Mensas (D-SNM) shall be advertised in at least one issue of the Mensa World Journal published at least one month prior to the nomination deadline, the wording of the announcement having been agreed between the International Director - Administration and the Election Committee - Smaller National Mensas (EC-SNM).
2. An information pack for enquirers about the position of D-SNM shall be created by the EC-SNM and made available by the MIL office as appropriate. It shall also be published to the IBD and Past-Chairs e-mail lists at least one month prior to the nomination deadline.
3. Application forms for the position of D-SNM are not required. If applications forms are used, the format of any application form sent to candidates shall be approved by the EC-SNM. The information pack shall include at least these rules and the relevant sections of the Constitution.
4. Only members of a Full National Mensa with three or fewer votes on IBD as of February 1<sup>st</sup> in the year of election are eligible for this position. All nominations must come from a current member of the IBD who (a) is a member of a national Mensa that has three or fewer votes on IBD as of February 1<sup>st</sup> in the year of election, and (b) is not an International Elected Officer. Nominations must be directed to the MIL office. A candidate may be nominated by more than one nominator. Nominations by e-mail, from a known address, shall be acceptable. If a candidate is a current member of IBD it shall be permissible for him to nominate himself. Where the nominator is not the candidate and the nomination is received from the nominator, the office shall contact the nominated candidate to verify that he is willing to run. An eligible nominator may nominate more than one candidate.
5. Where a national Chair has appointed a permanent proxy to IBD, the permanent proxy shall assume all rights that would otherwise

have applied to the national Chair in connection with the position of D-SNM, including rights to nominate candidates, and to vote.

6. The office shall verify the eligibility of each nominated candidate.
7. The deadline for submission of the candidate materials set out in Constitution X.B.4 shall be 22<sup>nd</sup> February in the election year. The word limit for the biographical statement and the campaign statement shall be 200 words in each case. The word limit for answers to questions asked by IBD shall be 150 words for each question. Materials submitted by candidates must be written in English, but may also be submitted in a second language.

The EC-SNM shall have authority to request candidates to amend responses in circumstances where it adjudges submitted material to be misleading or otherwise inappropriate, but otherwise shall not edit answers except (a) to truncate answers that exceed the maximum length and (b) to maintain a uniform appearance in such areas as typeface and type size.

8. An election document containing the candidate materials set out in Constitution X.B.4, plus the names of each of the nominators, shall be created by the EC-SNM, and sent to IBD members with the ballot forms no later than 15<sup>th</sup> April. A courtesy copy shall also be sent to all candidates.
9. Each candidate may submit one photograph to be circulated within the election document. Any such photograph shall be a passport-style image of the candidate, taken within the previous two years, suitable for reproduction in the election materials. The photo may be submitted in colour or black and white, electronically or by post.
10. Each eligible voter shall have one vote, regardless of his normal voting entitlement on IBD. Votes shall be sent to the MIL office. There shall be no seven-day discussion period before voting begins. Voting is not compulsory. A majority of the votes cast is required to win election. Write- in votes are not allowed. If there are more than two candidates for D-SNM, voters will be asked to rank-order their preferences; if no candidate gets a majority in the initial counting, votes will be redistributed by the transferable vote method. A candidate who is also a member of IBD shall be entitled to vote. Voters may change their votes up to the closing date.

11. After voting has closed, the MIL office shall transmit the voting data, but not the details of voters, to the EC-SNM. The EC-SNM shall calculate the election results.
12. The full election results shall be communicated to the office by the EC-SNM no later than 15<sup>th</sup> June. The office shall advise IBD, the candidates, and the Mensa World Journal editor of the name of the successful candidate and the detailed election results. The detailed election results shall be published in the Mensa World Journal.
13. The EC-SNM shall have authority to rule on all items affecting the election of the D-SNM not covered by these rules, the Constitution, or other Bylaws. This shall include any question of the eligibility of a candidate under Constitution X.B.3 that may have been affected by the late submission of his national group's component report.

Any ties that develop during the process of counting votes shall be decided by a coin toss. In this event, the coin toss shall be performed by the International Executive Director and will be witnessed by a member of the Election Committee SNM or a member delegated to do so by the Election Committee SNM.

**Motion: 09-29, 11-12, 13-04, 19-06**

## **17.9 RULES FOR FILLING VACANCIES ON THE EXECUTIVE COMMITTEE**

### ***1. When to have special elections***

When a vacancy occurs in an International Elected Officer position during a term of office, the vacancy shall be filled by IBD, as per the Constitution of Mensa, section IV.D.9. If more than six (6) months remain of the term of office, a special election by these rules shall be conducted. If less than six months remain of the term, a special election can be conducted following a decision by the IBD, or the position will be left open until the start of the next term.

### ***2. Electorate for special elections***

- a) In the case of International Chairman, International Director - Administration, International Director - Development or International Treasurer, the electorate is the IBD.
- b) In the case of the International Director - Smaller National Mensas, the electorate is the IBD except National Representatives of national Mensas that are entitled to four or more votes and International Elected Officers.

### ***3. Special Election Committee***

ExComm shall appoint a Special Election Committee for the special election. No member of the Special Election Committee shall be a candidate for office in the special election. No member of the Special Election Committee shall be a member of the current ExComm. The Special Election Committee shall appoint a chair amongst its members.

### ***4. Information Pack***

Within two weeks of its appointment, the Special Election Committee shall create and publish an information pack about the special election. This pack shall include a description of the position to be filled in the special election, the deadline by which nominations must be received, nomination procedures, these rules, and relevant sections of the Constitution of Mensa.

The information pack, or a link to it, shall be published on the official Mensa International website, shall be available from the International Office upon request, and can be presented to the membership by other channels to the extent that is practical within the time constraints of the rules.

## ***5. Deadline for nominations***

The deadline by which nominations must be received shall be no less than one week after the information pack (see rule 4) about the position has been published, and no more than two weeks after the same date.

## ***6. Who may nominate***

Those and only those eligible to vote are permitted to nominate candidates. Self-nominations are permitted. An eligible nominator may nominate more than one candidate.

## ***7. Candidate materials***

The candidates may submit the same type of candidate material, under the same conditions as in the most recent election for the post that is to be filled.

All written materials submitted by candidates must be submitted in English. The Special Election Committee shall have authority to request candidates to amend responses in circumstances where it adjudges submitted material to be misleading or otherwise inappropriate, but otherwise shall not edit answers except (a) to truncate answers that exceed the maximum length and (b) to maintain a uniform appearance in such areas as typeface and type size.

## ***8. Ballots***

If only one candidate has been nominated by the deadline, the Special Election Committee shall declare that candidate elected. If more than one candidate has been nominated by the deadline, the Special Election Committee shall prepare a ballot containing the names of all candidates in random order, and any accompanying materials the candidates have provided, no later than three days after the deadline by which nominations are to be received, and post the ballot to the IBD using any appropriate channels. A courtesy copy shall also be sent to all candidates.

## ***9. Voting***

The voting period shall end seven days after the ballot has been posted; there shall not be a seven-day discussion period before voting begins.

If there are more than two candidates, voters will be asked to rank-order their preferences; if no candidate gets a majority in the initial counting, votes will be redistributed by the transferable vote method.

If the election regards the position of International Chairman, International

Director - Administration, International Director - Development or International Treasurer, each eligible voter (see rule 2) shall have their regular number of votes.

If the election regards the position of International Director - Smaller National Mensas, each eligible voter (see rule 2) shall have one vote.

The voting will take place by the usual routine of a secret ballot by the IBD.

### ***10. Anonymized voting data***

The Special Election Committee shall calculate the election results based on anonymized secret votes, and they must not be able to see the identity of individual voters.

### ***11. Ties resolved by coin toss***

Any ties that develop during the process of counting votes shall be decided by a coin toss. In this event, the coin toss shall be performed by the International Executive Director and will be witnessed by a member of the Special Election Committee or a member delegated to do so by the Special Election Committee.

### ***12. Communication of results***

The Special Election Committee shall communicate the full election results to the International Office, the candidates, the IBD, and the Mensa World Journal editor no later than two days after receiving the voting data. The detailed election results shall be published in the Mensa World Journal.

### ***13. Term of office***

The term of office of the newly elected International Elected Officer shall start when the election results are announced and shall end on the last day of the current term of office for the other International Elected Officers.

### ***14. Uncovered items***

The Special Election Committee shall have authority to rule on all items affecting the special election not covered by these rules, the Constitution, or other Bylaws.

**Motion: 20-40**

# 18. Strategic Plan

## INTRODUCTION

The purpose of this plan is to provide a framework for the IBD to follow as members discuss and review agenda items, on a five-year horizon (2021-2025). A limited number of critical objectives have been built upon to focus Mensa International's improvement efforts. These include continuing growth, increasing member value through multinational cooperation, and fostering intelligence for the benefit of humanity.

## 1. VISION

- That Mensa is the premier worldwide organization for people of high intelligence.
- That our significant contributions to the field of intelligence for the benefit of humanity are widely recognized.

## 2. MISSION

Mensa International's constitutional purpose is to identify and foster human intelligence for the benefit of humanity.

We do this by

- providing a stimulating intellectual and social environment for our members.
- encouraging research into the nature, characteristics, and uses of intelligence.

## 3. CORE VALUES

- We celebrate respectful, differing views; independent thought; and well-intentioned, informed criticism.
- We support initiatives that advance the use of intelligence in solving problems and seizing opportunities.
- We are dedicated to ethical, truthful, and evidence-based decision-making.

## STRATEGIC GOAL 1: GLOBAL FOOTPRINT

Growing National Mensa Organizations exist throughout the developed world. Developing nations are fully supported as they work to achieve Full National Mensa status.

<b>Objective</b>	<b>Strategic Programs</b>
1.1 Establish new national Mensa organizations, primarily focussing on countries with good potential for Mensa development	1.1.1 Assist with new national Mensa group formation 1.1.2 Assist with transitioning Provisional to Full National Mensa organizations 1.1.3 Assist with transitioning Emerging to Provisional National Mensa organizations Assist with new national Mensa formation
1.2 Global access to testing	1.2.1 Facilitate testing where no national Mensa organization yet exists 1.2.2 Develop online or remote IQ testing that is available internationally

## STRATEGIC GOAL 2: MEMBER ENGAGEMENT

Our globally connected community provides members with valued social and personal growth opportunities.

<b>Objective</b>	<b>Strategic Programs</b>
2.1 Improve cross-national access to online content, publications, and in-person events	2.1.1 Allow DIMs and members from one national Mensa to access the website, event schedule, social media, and publications from other national Mensa organizations
2.2 Expand opportunities for member interaction	2.2.1 Facilitate creation of new multinational events beyond AMAG, EMAG, and the occasional WG  2.2.2. Expand international SIG opportunities Integrated SIGHT program  2.2.3 Create opportunities for professional networking across national boundaries
2.3 Provide dedicated services for direct international members	2.3.1 Online International social media presence  2.3.2 Enhanced website content International SIGs
2.4 Expand volunteer training and opportunities	2.4.1 Share Leadership Development materials developed by various National Mensa organizations  2.4.2 Host virtual events to facilitate live interaction between officers and volunteers from various national Mensa organizations  2.4.3 Create a roster of individuals with expertise in critical areas who could mentor people from other National Mensa organizations

### **STRATEGIC GOAL 3: PURPOSE**

We foster human intelligence for the benefit of humanity. We encourage research into the nature, characteristics, and uses of intelligence.

<b>Objective</b>	<b>Strategic Programs</b>
3.1 Gifted Youth conferences, summer camps, and online events	3.1.1 Promote international cooperation in support of Gifted Youth
3.2 Educational scholarships	3.2.1 Financially support students in their academic and other pursuits 3.2.2 Publish a comprehensive list of available scholarships
3.3 Support scientific research	3.3.1 Provide grants and fellowships to foster scientific researchers
3.4 Partner with other organizations to achieve our purpose	3.4.1 Establish strategic partnerships with other organizations

**Motion: 21-24**

# Chronological List of Motions

These are the motions that added a new paragraph or section to these Bylaws. Motions that amend an existing paragraph are listed beneath each section in the document, but are not included in this list.

79-Sept	95-22	05-21	09-12	13-16	20-19
80-May	96-11	05-34	09-15	14-18	20-21
83-16	96-13	05-38	09-26	14-19	20-22
83-50	96-17	05-40	09-29	14-21	20-40
84-03	97-43	05-41	09-32	14-24	20-41
84-10	99-13	05-42	09-34	14-26	21-04
84-31	99-16	06-02	09-35	15-15	21-07
84-32	99-17	06-03	09-39	15-17	21-08
85-36	00-03	06-11	09-43	15-22	21-09
86-27	00-19	06-13	10-05	16-21	21-10
87-12A	00-21	06-20	10-07	16-27	21-11
87-17	00-22	06-21	10-12	16-30	21-12
88-13	01-10	06-22	11-13	16-33	21-13
88-26	01-12	06-37	11-19	16-36	21-14
88-27	01-33	06-49	11-28	16-43	21-15
88-28	01-39	07-05	12-09	16-46	21-16
89-14	02-14	07-15	12-10	17-01	21-18
89-23	02-20	07-16	12-11	17-10	21-19
90-28	02-26	07-18	12-15	17-15	21-24
91-20	02-28	07-23	12-17	17-17	21-25
91-43	02-29	08-03	12-21	17-33	21-29
91-44	02-30	08-24	12-25	17-34	21-30
91-49	04-02	08-25	12-39	18-07	21-33
92-26	04-23	08-26	12-40	18-12	
92-27	04-24	08-28	12-42	18-13	
93-09	04-26	08-29	12-44	20-05	
93-16	04-29	08-43	12-48	20-06	
93-32	05-08	09-02	13-01	20-08	
94-31	05-19	09-10	13-11	20-16	

*END OF DOCUMENT*

