



## Minimum Standard Bylaws for Local Groups of American Mensa, Ltd.

Adopted by the AMC in ASIE 2007-026 on March 25, 2007

### INTRODUCTION

The purposes of minimum standards for local groups' bylaws are to protect the fundamental interests of all members and of Mensa, and to prevent recurring conflicts and problems in local group administration.

Most of the Minimum Standard Bylaws start with "A statement that . . ." or "A description of . . ." or "A provision stating . . ." or similar language. This allows each local group to choose how to fulfill the requirement in its bylaws. Local groups may also incorporate many other concepts not contained in the Minimum Standards so long as they do not conflict with any Minimum Standards. The mechanism that is used to ensure that local groups' bylaws comply with the Minimum Standards is review by the national Bylaws Committee before the bylaws, or bylaws amendments as the case may be, become effective. The Bylaws Committee acts for the American Mensa Committee (AMC) in this regard.

Except for the Name and Logo clause (see MSB 8 below) and correct terminology, the Bylaws Committee reviews local groups' proposed bylaws and bylaws amendments primarily for content, rather than style. It should be noted, though, that the Bylaws Committee does not have the authority to vary or waive any of these Minimum Standards, as each has been adopted by the full AMC. Therefore, whenever a local group amends its bylaws, those bylaws must be brought up to date with each of the current Minimum Standards before the Bylaws Committee will approve them.

The then-current requirements of the Minimum Standard Bylaws are included in every local group's bylaws at all times, whether they are explicitly stated in the group's written bylaws document or not. In other words, the minimum requirements are enforceable even if they are not explicitly contained in a group's bylaws. However, the only way to update a local group's bylaws document is to go through the amendment process in MSB section 7 below, i.e., have the membership vote on the change(s) and have the AMC approve the change(s). "Automatic updating" of the bylaws document to reflect changes in the Minimum Standard Bylaws is not permitted. It is, of course, less confusing to the local group's governing body and membership when all the policies are contained in one continuous document.

If in doubt about any Minimum Standard, please contact the Bylaws Committee Chair or your RVC for clarification.

### MINIMUM STANDARD BYLAWS

#### 1. DEFINITION OF THE LOCAL GROUP: The following is required:

A statement of the name of the local group and that it is a local group of American Mensa, Ltd. (AML), and is subject to the Constitution of Mensa, the Bylaws of American Mensa, Ltd., and the resolutions adopted by the American Mensa Committee (AMC). (See Clarification 1 and ASIE 1995-024 below.)

#### 2. MEMBERSHIP: The following is required:

- A. A statement that membership in the local group shall be open to all members of American Mensa, Ltd. in good standing in the geographic area assigned to the local group by the American Mensa Committee, or as otherwise assigned by American Mensa, Ltd.

- B. A statement that Mensa members in good standing who are not also members of the local group are welcome to participate in the social activities of the local group at the discretion of the host or hostess. The National Ombudsman, his surrogate, and members of the American Mensa Committee shall be permitted to participate in the business affairs of the local group in the discharge of their official duties.
- C. A statement that the local group shall observe the preferences of members for data suppression and publication, as filed with AML, when publishing a local group roster or membership directory/register.

3. OFFICERS AND DUTIES: The following is required:

- A. A description of the governing body of the local group and of its composition, and a statement that the governing body conducts the business of the local group. No more than one-half of the voting positions on the governing body may be appointed positions; however, there may be as many non-voting appointed positions as desired. If any appointed positions have votes on the governing body, these must be specified in the bylaws. (See Clarification 3A.)
- B. A statement that all officers, whether elected or appointed, must be current members in good standing of American Mensa, Ltd., and that all voting members of the governing body must also be members in good standing of the local group. An officer is defined as any person who is given a title with specific responsibilities.
- C. A listing of the elected officers of the group, of which there must be a minimum of three, with a defined order of succession or other means of immediately and automatically filling a vacancy in the position of Local Secretary. A replacement for an elected officer is considered to be an elected officer whose term of office ends with the next regular elections.
- D. A listing of the duties of elected and appointed positions, their terms of office including starting and ending dates, and how vacancies shall be filled. The term of office of appointed officers and committees may not exceed the term of office of the officer or governing body appointing them, except that those officers (such as mediators) or committees (such as regional gathering) whose functions extend past the end of the current term of office may remain in office, but are subject to removal by the succeeding officer or governing body which would otherwise appoint them. (See Clarification 3D.)
  - (i) The chief executive officer of a local group may be titled Local Secretary, President, or Chairman, whichever the group prefers; however, no local group may have, as separate officers, more than one of the three. He or she shall be the chief point of contact between AML and the local group. The Local Secretary shall notify AML (through the National Office) and the Regional Vice Chairman for the local group within two weeks of the results of elections, and of changes in the officers of the local group. (See Clarification 3Di.)
  - (ii) The duties of the Treasurer must include providing the Local Secretary (or designee, who must also be a voting member of the governing body) statements from banks and any other institutions where the group's money is deposited, at least quarterly. All accounts shall be separate accounts in the name of the group, and shall have more than one signatory so that funds can be accessed in the temporary absence of the treasurer. The Treasurer shall also maintain a listing of all equipment owned by the local group. (See Clarification 3Dii.)
  - (iii) The position of Past Local Secretary, if such an office exists, may only be filled by the immediate past Local Secretary, and is considered to be an elective position.
- E. A statement that elected members of the governing body may be removed from office by means of a recall election, ballots for which must be either an insert to, or part of, the official publication, or ballots that are mailed separately to all members of the local group.

- F. A provision stating that any voting officer may be removed from office for nonattendance at business meetings. (See Clarification 3F.)
- G. A statement that the local group shall select one or more mediators to pursue local resolution of disputes, and shall select one or more arbitrators to pursue resolution of disputes in other groups. The term ombudsman or similar names may be used. (See Clarification 3G.)
- H. A statement of how appointed officers are appointed to office and how appointed officers may be removed from office. (See Clarification 3H.)
- I. A provision requiring annual financial reviews at approximately twelve-month intervals. This review shall be conducted by someone who was not involved in the issuing or collecting of money during the review period, and shall include viewing statements from banks and any other institutions where the group's money was held during the review period. (See Clarification 3I.)
- J. A statement that all officers, elected or appointed, shall turn over all files, office equipment and materials pertaining to their offices to either their successor(s), to the current Local Secretary, or to another member of the governing body no later than four weeks after leaving office. (See Clarification 3J.)

4. PUBLICATION: The following is required:

- A. A statement that the local group shall have an official printed publication and that the governing body is its publisher. (See Clarifications 4A1 and 4A2.)
- B. A statement that if an electronic version of the official publication is created, the printed version shall nevertheless be the version to be sent to members unless they request otherwise. (See Clarification 4B.)
- C. A statement requiring that a financial report be published in the official publication not less than twice each year (at approximate six-month intervals), and that the report shall contain schedules of income, expenses, and balances for all funds under the control of the local group, including regional gathering, scholarship, and other special funds.
- D. A statement that the National Ombudsman or the local mediator may submit matter to the editor of the local group's official publication marked "for publication" that relates to his or her official duties, and that anything so marked shall be given the highest practicable priority for publication.

5. MEETINGS OF THE GOVERNING BODY: The following is required, except as noted:

- A. A statement that the governing body is to hold regular meetings at least quarterly, and that notice of meetings of the governing body shall be sent to all members, usually by publishing in the official publication. (See Clarification 5A.)
- B. A statement that special meetings of the governing body may be called by the Local Secretary, or by the governing body, or by a written petition requiring signatures of no more than 10% of the membership of the local group, and that the agenda of the special meeting may include only that business for which the meeting is being called.
- C. (Recommended but not required) A statement that all meetings of the governing body shall be held within the geographical limits of the local group as assigned by the AMC.

6. ELECTION PROCEDURES: The following is required, except as noted: A clear and complete stipulation of election and appointment procedures and methods, including the following:

- A. Each local group of American Mensa, Ltd. is required to hold an election of its governing body at least every two years. When an election is held, ballots must be mailed to all members of the local group that are either an insert to, or part of, the official publication, or that are mailed separately. There must be provisions that allow full participation by mail for all members at all steps including runoff elections. Tie-breaking by the flip of a coin or similar random process is allowed, a run-off in person is not. (See Clarifications 6A1 and 6A2.)
- B. The method(s) and time frame for nominating officers.
- C. A designation of responsibilities for the receipt and tallying of ballots, the date of the election, and the method of certifying the results. (See Clarification 6C.)
- D. A statement that neither the election committee nor the nominating committee shall contain elected members of the governing body or candidates for elective office in the election.
- E. (Recommended but not required) A statement that anonymity of voters shall be preserved. (See Clarification 6E.)

7. AMENDMENTS TO THE BYLAWS: The following is required:

- A. A statement as to how amendments to the bylaws may be proposed. (See Clarification 7A.)
- B. A statement that proposed amendments shall be submitted to, and approved for balloting by, the American Mensa Committee before balloting by the local group membership. (See Clarification 7B.)
- C. A statement that, following such AMC approval for balloting, proposed amendments shall be sent to all members of the local group either as an insert in, or as a part of, the official publication, or as a separate mailing. (See Clarification 7C.)
- D. A statement that a ballot shall be mailed to each member of the local group as an insert in, or as part of, the official publication or as a separate mailing.
- E. A statement that there must be a minimum of 90 days between the date of publication of the proposed amendments and the deadline for receipt of ballots. (See Clarification 7E.)
- F. A statement of the percentage of votes received that is required to pass a proposed amendment. (See Clarification 7F.)
- G. A statement that local group bylaws and bylaw amendments are not effective until they are both approved by the local group membership and given final approval by the American Mensa Committee after filing of revised bylaws with the Bylaws Committee. After filing of the amended bylaws with the Bylaws Committee after the membership has voted, the Bylaws Committee will notify the local group of the effective date of the bylaws as amended. (See Clarification 7G.)

8. MENSA NAME AND LOGO: The following clause is required verbatim, with the blanks filled in with the name of the local group or corporation:

American Mensa, Ltd. (AML) has granted a royalty free, nonexclusive license to \_\_\_\_\_ for the use of the mark "Mensa" and a logo, consisting of a globe over a stylized "M" within a border, in connection with the non-commercial uses of \_\_\_\_\_. AML retains full ownership of the mark and logo and all statutory and common law rights in the mark and logo.

9. PARLIAMENTARY AUTHORITY: The following is suggested, but is not required:

A statement naming a standard parliamentary authority. (See Clarification 9.)

#### CLARIFICATIONS AND EXPLANATIONS

1. Incorporation of either the local group or a subordinate charitable organization is permitted only with the approval of the AMC. Local groups that were already incorporated as of the date the AMC adopted this policy (July 8, 2000) are considered as having this approval so long as the incorporation remains uninterrupted and valid under the laws of the state of incorporation. Please be aware that the Bylaws Committee does not, and cannot, review bylaws for compliance with state laws, including corporation laws; if a local group is separately incorporated, in addition to the Bylaws Committee's review the bylaws should be reviewed by an attorney licensed to practice in the state(s) in which the local group is incorporated.

3A. Local groups of AML are required to have representative governments. The membership elects and may recall members of the governing body, and adopts bylaws and amendments thereto, and may petition the governing body on various topics if the bylaws permit it, but the governing body conducts the business of the local group within the requirements of the bylaws. The membership may not overturn actions of the governing body, nor may it compel the governing body to take or not take a given action other than through the bylaws. If a "business meeting" of the membership is held, its scope is limited to receiving reports, asking questions, making statements, proposing bylaws amendments if the bylaws permit it, making non-binding recommendations to the governing body, and similar non-action items.

Although the term "governing body" is used herein, local groups may use the terms "Board of Directors," "Executive Committee," or similar designation if so desired. Many local groups have governing bodies on which all voting members are elected by the membership; however, some local groups also specify that one or more appointed positions, for instance the newsletter editor or the RG chair, also has a vote on the governing body. In the latter case, all appointed positions with votes on the governing body must be specified in the bylaws, and no more than one-half the total number of votes on the governing body may be assigned to appointed positions.

3D. Officers or committees that are to continue in office beyond the term of the governing body must be specified in the bylaws.

3Di. The Local Secretary receives a lot of information from AML, including from the National Office, the AMC, the RVC, and other sources. Part of being the chief point of contact between AML and the local group is passing relevant information along to relevant officers and others -- for instance, information from the National Office about the testing program to the Testing Coordinator, or information about the Gifted Children program to the Gifted Children Coordinator -- in a timely fashion. Of course, what the relevant audience is, and what "timely" means, can vary from one instance to the next, but the concept remains the same: Information should flow to people who need it when they need it.

3Dii. Regarding the requirement that the Treasurer provide the Local Secretary (or designee) statements from banks or other institutions where the group's funds are deposited: Providing original statements or online access to statements is preferred, but if neither of these is practicable, then photocopies are also acceptable.

3F. It is recommended that three consecutive unexcused absences in a single officer term constitute cause for removal from office. This means that the clock would be reset upon an officer's re-election.

- 3G. The mediator(s) and arbitrator(s) may be the same or distinct persons, and may be the same or distinct from other officers. If distinct persons, the method of selection need not be the same for the two. It is recommended that the mediator not be a member of the governing body, as he or she might have to become involved in disputes involving the governing body, but there is no such restriction regarding the arbitrator.
- 3H. Some commonly used appointment procedures are: the Local Secretary appoints all appointees; or the Local Secretary appoints all appointees with the advice and consent of the governing body; or the governing body appoints all appointees; or the governing body appoints all appointees with certain specified exceptions, such as that the Publications Officer appoints the newsletter editor; etc.

Three categories of officers are appointed nationally, though nominated locally: proctors, Service in Guidance and Hospitality to Travelers (SIGHT) Coordinators, and Gifted Children Coordinators. Each of these is discussed below.

Proctors are appointed by American Mensa, Ltd. following the recommendation of them by the Local Secretary or RVC. Local Group bylaws may specify the position of "Proctor Coordinator" or "Testing Coordinator" or similar wording, but they may not state that the group or anyone in the group may appoint a proctor. The local group may appoint a coordinator; if this person is someone who has been appointed as a proctor by American Mensa, Ltd., the title should be "Proctor Coordinator." If this person has not been so appointed, the title "Testing Coordinator" is appropriate. A coordinator who is not also a proctor may not administer tests.

Appointment of a Proctor Coordinator or Testing Coordinator as a local group officer is strictly a local group function and follows the procedures for appointment, term expiration, membership lapse, and removal as with any other local group officer. A proctor may be transferred to inactive status on request of the local group; however, only the National Supervisory Psychologist may remove a proctor.

SIGHT Coordinators are appointed by the National SIGHT Coordinator following the recommendation of them by the Local Secretary or RVC. Unless otherwise notified by the local group, the National SIGHT Coordinator will assume that the SIGHT Coordinator continues in office regardless of the expiration of the term of the governing body; however, the position is considered a local group function and follows the procedures for term expiration, membership lapse, and removal as with any other local group officer.

Local Gifted Children Coordinators are appointed by the National Gifted Children Program Coordinator following the recommendation of them by the Local Secretary or RVC. Unless otherwise notified by the local group, the National GCPC will assume that the local GCC continues in office regardless of the expiration of the term of the governing body; however, the position is considered a local group function and follows the procedures for term expiration, membership lapse, and removal as with any other local group officer.

- 3I. For most local groups, the fiscal year coincides with the officer year. In that case, the timing of the annual financial review is clear: It should occur soon after the end of the fiscal year/officer year. For local groups whose fiscal year differs from the officer year, the annual review would typically occur soon after the end of the fiscal year, as the incoming Treasurer would likely go over the books and the bank account soon after taking office anyway. Spot-checking physical equipment also isn't a bad idea, if your local group owns any.
- 3J. Failure to turn over the files, equipment and other materials of office at the end of one's term may be cause for action by Mensa.
- 4A1. For most local groups, the official publication is a monthly or bi-monthly or quarterly newsletter. Calling it a "newsletter" in the bylaws is acceptable and commonly done. However, putting the

name of the newsletter in the bylaws is \*not\* recommended, for reasons of flexibility; if the name is in the bylaws, then changing it would require amending the bylaws.

- 4A2. Regarding the governing body being the publisher: Some local groups use "Publisher's Agent" or "Publications Officer" or a similar title for an individual and list that person's address as the address of record with the Post Office. If a particular Post Office won't accept any title other than "Publisher" for the individual listed with the Post Office, then that title is of course what would have to be used in that local group, but Mensa's policy remains the same: The governing body is responsible for the newsletter.
- 4B. Some local groups publish their newsletters in electronic form. This is acceptable so long as a printed (hardcopy) version is also published and sent to members unless they request otherwise. The printed form of the newsletter must contain each of the items required to be in the local group's official publication, such as a calendar of activities, financial reports, ballots, etc. Regarding second and additional family members who do not receive the newsletter, their stating they they are second or additional family members can be considered as their having "requested otherwise."
- 5A. Many local groups hold regular meetings of the governing body every month or every two months. The minimum requirement is that such meetings be held at least quarterly. Please note that "four meetings per year" is not the same as "quarterly," as "quarterly" also includes a spacing component.
- 6A1. Some local groups have staggered two-year terms, with one-half of the officers being elected each year.
- 6A2. Many methods of returning ballots are allowed, as long as one of them is by mail. (Quite a few local groups allow ballots to be returned either in person or by mail, for instance.) If you are considering allowing electronic voting as one of the allowable methods in your local group, it is recommended that at least these issues be considered: validating that a ballot is from who it says it is from; preventing people from sending in multiple ballots that purport to be from various members of the group when they in fact are not from said members; preserving anonymity of voters (secret ballot); etc.
- 6C. It is recommended that the bylaws include a deadline for any challenges to the election, if such challenges are permitted at all, plus a statement that any actions by the governing body in the meantime would not be affected by the outcome of any such challenge.
- 6E. "Anonymity" in this context refers to correlating the name of a voter with a specific ballot, once it has been determined that the ballot was cast by an eligible voter. Some local groups use a two-envelope procedure to ensure this, with the name of the voter on an outer envelope and the ballot in an inner envelope. Other local groups ask their voters to place two pieces of paper, one with the voter's name and the other with the ballot, in a single envelope. Other local groups use other procedures. However it is done, the point is that, once it has been determined that the voter is eligible to vote in the instant election, we try to act in accordance with the concept of a secret ballot.
- 7A. Some commonly used procedures for proposing bylaws amendments are by vote of the governing body or by petition of the membership presented to the governing body. If the petition method is allowed, the minimum number of signatures should be specified, whether an absolute number or a percentage of the membership.
- 7B. Sending the proposed amendments to the AMC before the membership votes is primarily meant to save potential trouble for the local group later on. If the proposed amendments are not sent to the AMC beforehand, the membership votes, and the AMC only then discovers that the amendments are unacceptable for any reason, the proposal would have to be revised and re-

published and the membership would have to vote again. Gaining permission to ballot from the AMC (through the Bylaws Committee) before publishing the proposed amendment(s) should avoid this entire problem. Please be aware, though, that permission to ballot is exactly that; final permission for the bylaws as amended can come only after the membership has voted, as the AMC will not know until then the final text for which permission is being sought. It is recommended that the local group's RVC be consulted during this process, as he or she will be included on the committee reviewing the local group's proposed bylaws.

To obtain AMC approval, the Local Secretary or designee should send proposed bylaws, or proposed amendments along with the current bylaws, to either the chairman of the national Bylaws Committee or to the National Office. The most useful document to the Bylaws Committee is a copy of what the bylaws would look like were all proposed amendments to pass; the reason for this is that the Bylaws Committee reviews everything, not only what is changing. The committee chairman will acknowledge his/her receipt of the bylaws, and will respond with either approval to submit the bylaws to the membership or suggestions for revisions within sixty days. Please note that the Bylaws Committee is authorized to approve bylaws on behalf of the AMC.

- 7C. Once the Bylaws Committee has approved the bylaws or amendments for balloting, they should then be submitted to the local membership for ratification. There is no such thing as "automatic updating" or "local only approval" for bylaw changes, even to implement changes to the Minimum Standards or to change the name of the local group. Bylaws and amendments become effective only after approval to ballot by the AMC (through the Bylaws Committee), approval by the local group's membership, and final approval by the AMC (through the Bylaws Committee) after filing a copy of the new bylaws with AML. The approval to ballot expires one year from the date of issue.
- 7E. The 90-day requirement between first publication of the proposed bylaws or amendment(s) and the ballot deadline is intended to provide time for study, comment, and dialog. The proposed bylaws or amendments need not be published more than once, nor need the ballot be published more than once, though many local groups do so as a service to their members. It is recommended that the text of the proposed bylaws or amendments be available to the membership upon request, especially for the benefit of new members who might not have seen the original published copy.
- 7F. Many local groups specify that a simple majority of votes cast is required to pass a bylaws amendment. Other local groups use 60% or 2/3 as the percentage needed to pass amendments. Any of these, and similar percentages, are acceptable as long as the required percentage is stated in the bylaws.
- 7G. This step is needed to ensure that what the membership actually passed concurs with the requirements of these Minimum Standards. The permission to ballot (Minimum Standard 7B) is to ensure that what the membership votes on concurs with these Minimum Standards, but the result of the voting still must be reviewed.
- 9. Many local groups that use a parliamentary authority specify either Roberts Rules of Order Newly Revised or Demeters. Others may be used, of course. Such references should be specific as to the version or issue date of the book, although language such as "latest edition" is also acceptable.

#### AMC ACTIONS OF NOTE

These are actions adopted by the AMC that particularly affect local groups. Each is listed by its action number(s) and its date of passage.

A full list of the AMC's Actions Still in Effect (ASIEs) is available in the members-only section of the AML web site and on request from the National Office.

ASIE 0000-005                      11-Apr-1966  
No group is authorized to undertake any activity that might incur a liability for Mensa unless specifically authorized by AMC.

ASIE 0000-111                      04-Dec-1976  
When a Mensa host or hostess offers a private home for a business meeting, membership meeting, or other official local group meeting, all local group members must be granted the right to attend. Hosts or hostesses for any other activities, such as SIGs, open houses, parties, SIGHT visits, or any other activities which are not official functions, may invite or exclude individuals, including Mensa members at his/her discretion. Even at official functions a member may be evicted for specific unacceptable behavior. In order to promote safety, security, and a full sense of enjoyment of any Mensa activity, whether at an AG, an RG, a local group meeting, an event in a public venue, or a private house party, or a SIG event or a SIGHT visit, the organizers of the event have the responsibility and duty to attempt to control an offending party. This control can take the nature of asking the offending party to leave, and failing that, to request appropriate assistance in removing the offending party from the event. Whenever a member or the guest of a member is asked to leave or is removed from an event, a written report of the reason(s) and the action(s) taken may be sent to the RVC in whose jurisdiction the event took place. In the case of SIGHT, the National SIGHT Coordinator shall be notified.

ASIE 1978-082 (0000-144)        04-Nov-1978  
Affirmed as AMC policy that subgroups are recognized as parts of the local group and subject to the bylaws, rules, regulations and governing actions of the local group.

ASIE 1986-068                      07-Sep-1986  
It is the sense of the American Mensa Committee that bigotry and prejudice are antithetical to the nature of American Mensa, Ltd.

ASIE 1989-064                      26-Aug-1989  
To reaffirm that reprinting of copyrighted material in a publication of American Mensa or of its local groups or special interest groups, without the prior permission of the copyright owner, is contrary to the policy of American Mensa, Ltd.

ASIE 1989-101                      09-Dec-1989  
That permission to use the Mensa name on computer bulletin boards may be granted to local groups only through the group's Local Secretary. Individuals may not set up bulletin boards using the name of Mensa without prior written permission of the Name and Logo Committee.

ASIE 1995-024                      11-Mar-1995  
(last amended 02-Dec-2000 by 2000-130)  
That the definition of a Local Group, in order to qualify for receipt of the dues allotment is as follows:

- a) Local groups must have both a membership and a business meeting in each quarter, notice for which must be communicated to the members of the Local Group, as well as publish a regular newsletter or calendar of activities at least quarterly. Such activity and communication must be subject to verification on request. A membership meeting is defined as any organized activity for the members, and a business meeting is defined as a meeting of the governing body.



In MSB 3.A, the requirement for a statement that the governing body conducts the business of the local group was added. This makes explicit in the MSBs a long-standing AMC policy.

In MSB 3.B, the previous requirement that non-voting appointees must be members of the local group has been removed. They must still be members of AML.

In MSB 3.D.i, the previous required language about the Local Secretary being charged with passing information along in a timely fashion has been moved to the explanatory material.

In MSB 3.D.ii, the requirement that the Treasurer provide the Local Secretary (or designee) statements from banks or other institutions where the group's funds are deposited remains, but the requirement that they be \*original\* statements has been removed. This is discussed further in the explanatory material.

In MSB 3.H, the requirement for a statement of how appointed officers are appointed was added. (The requirement for a statement of how appointed officers may be removed was already there.)

In MSB 3.I, more flexibility was added regarding the timing of the annual financial review.

In MSB 4.A, the requirement for a statement that the local group shall have an official printed publication and that the governing body is its publisher was added. Both parts of this make explicit in the MSBs long-standing AMC policy.

In MSB 4.B, the requirement that the printed version of the official publication is the default version to be sent to members unless they request otherwise, even if an electronic version exists, was added. This makes explicit in the MSBs long-standing AMC policy.

In MSB 4.D, the requirements that the National Ombudsman and the local mediator may submit material for publication and that it should be given the highest practicable priority for publication were added. This policy has been in the AML bylaws regarding the National Ombudsman for many years (see Article VIII, section 3.g of the AML bylaws), but putting it in the MSBs should make local groups more aware of the policy. The analogous requirement regarding the local mediator is new, but for the same reasons.

In MSB 6.E, the recommendation for preserving anonymity of voters is new.

In MSB 7.A, the requirement for a statement of how bylaws amendments may be proposed is new.

In MSB 7.F, the requirement for a statement of the percentage of votes received that is needed to pass bylaws amendments is new.

In Clarification 6A2, a discussion of voting methods, including electronic voting, is new.