

**LONESTAR MENSA**  
**Standing Rule**  
 ASIE 2007-1  
**Program Structure and Officer Responsibilities**  
 2007 January 3  
Proposed amendment, 2009 January 7

This ASIE provides the program structure ~~of programs~~ and officer responsibilities and titles for Lonestar Mensa.

LSM programs are structured to provide a way for incremental participation of interested volunteers ~~LSM members~~ in the activities of LSM ~~the organization~~, to simplify ~~ease~~ coordination among the various activities, and to provide visibility of financial resources supporting them. ~~these activities~~. The specific activity in each program depends on the volunteers. ~~members who want to participate~~. Some programs will have more activities in some years and fewer ~~less~~ in other years depending on the interest of the volunteers. ~~participants~~.

Responsibilities for leading LSM activities are assigned to volunteers through the LSM Bylaws and ASIEs. Volunteers have standard titles ~~for~~ to indicate their assumed responsibilities such as “coordinator” or “chair” and all volunteers with responsibilities assigned in the Bylaws and this ASIE are considered non-voting officers of LSM. ~~However, volunteers may suggest their own titles if they like~~. In general, coordinators bring together a related set of LSM activities ~~in particular program areas~~ such as Gifted Children or Newsletter Advertising. Chairs are responsible for committees of coordinators within a program that share problems and experiences and learn from each other. ~~volunteers that coordinate related activities~~. Volunteers may assume multiple responsibilities and titles; and holding multiple titles is ~~are~~ not uncommon. ~~Coordinators may assume several related titles if they desire and chairs assume the coordinator responsibilities for portions of their overall program that do not have coordinators~~.

Each of the officers listed below is ~~are~~ assigned responsibility for the activities ~~programs~~ listed to the left ~~of the list and all subordinate programs indented under the general program~~. Each chair is assigned responsibility for all activities within his or her program.

**Communications Program**

**Responsibilities**

Communications Committee (ComComm)

~~Newsletter~~ Advertising, print and online  
 Calendar, print and online  
 Direct communications and aliases  
 History, print and online ~~ASIEs~~;  
~~Records, and Archives~~  
 Newsletter print and online  
~~Newsletter~~ Publication and distribution, print  
~~Electronic~~ Publication and distribution, online, Web content  
 Publicity, print and online

**Officers**

Communications Chair

Advertising Coordinator  
 Calendar Coordinator  
 \*\* Web Contact ~~Elist Coordinator~~  
Historian Record Manager  
 \* Newsletter Editor  
 \* Newsletter Circulation Manager (Publisher)  
 Webmaster  
 \* Publicity Officer (Media Coordinator)

<b><u>Education Program Responsibilities</u></b>		<b><u>Officers</u></b>	
<b><u>Education Committee (EdComm)</u></b>		Education Chair	
Education fund raising			Education Funding Coordinator
Education <u>program</u> publicity			Education Publicity Coordinator
Gifted children		**	Gifted Children Coordinator
Scholarship awards		*	Scholarship Chair

<b><u>Membership Recruitment Program Responsibilities</u></b>		<b><u>Officers</u></b>	
Membership <u>Committee Recruitment Program- (MemComm)</u>		*	<b><u>Membership Officer - Membership Recruitment Chair</u></b>
Awards			Awards Coordinator
<u>Current and prospective officers Leadership</u>			<u>Officer Coordinator</u> <del>Leadership Roster Coordinator</del>
Current members <u>and renewals</u> <del>Lapsed Members</del>			Current Member Coordinator <del>Lapsed Member Coordinator</del>
New <u>and prospective</u> members			New Member Coordinator
<del>Nominations</del>			<del>Nominations Committee Chair</del>
Testing		*	Testing Coordinator
Facilities			Facilities Coordinator
Test Administration		**	Proctors

<b><u>Symposia Program Responsibilities</u></b>		<b><u>Officers</u></b>	
<b><u>Symposia Committee (SymComm)</u></b>		Symposia Chair	
Local symposia <u>gatherings</u>			Symposia Coordinator
Monthly meetings <u>and symposia</u>		*	Programs Officer (Meetings Coordinator)
Publicity			Symposia Publicity Coordinator
Bryan-College Station			BCS Coordinator
<u>San Marcos – Texas State University</u>			<u>San Marcos Coordinator</u>
University of Texas			UT Mensa President
Waco			Waco Coordinator

<b><u>Independent Officers Responsibilities</u></b>		<b><u>Officers</u></b>	
Local arbitration	*	Ombudsman	
<u>Records, ASIEs, and Archives</u>		<u>Records Manager and Archivist</u> <u>[ExComm Secretary if not filled]</u>	
Regional arbitration	*	Arbiter	
Service for Guidance, and Hospitality to Travelers (SIGHT)	**	SIGHT Coordinator	

<u>Programs</u>		<u>Officers</u>	
Regional Gathering program		LonestaRG Chair	
RG Registration		*	RG Registrar
RG Hospitality		*	RG Hospitality Chair
RG Programs and Speakers		*	RG Programs Chair
RG Facilities			RG Facilities Chair
RG Publicity			RG Publicity Chair
RG Drawings, Prizes, and Awards			RG Drawings, Prizes, and Awards Chair
RG Treasurer		*	RG Treasurer

\*Officer positions established in the bylaws and ASIEs

\*\*Officer positions recommended by LSM and approved by AML

Note 1: A person may occupy more than one position.

Note 2: Responsibilities travel upward. If a position is not filled the next higher position assumes responsibility until the LocSec is responsible for everything

Amended by ASIE 2008-12-01, December 3, to delete Subgroup program and redistribute coordinators and to add Calendar and Calendar Coordinator.

Amended by ASIE 2009-3, January 7, to:

- rearrange tables alphabetically by program and responsibilities
- add program name and responsibilities to program headings,
- add committee responsibility to chairs,
- change Newsletter Advertising to Advertising, paper and online,
- add aliases to Direct communications,
- change Elist Coordinator to Web Contact to match AML requirement,
- add and distribution to Electronic publication,
- move Record Manager and ASIEs, records, and archives responsibilities from communications committee to the ExComm secretary and assign remaining history responsibility to a Historian,
- change Newsletter Publication and Distribution to Pint publication and distribution,
- change Education Publicity to Education program publicity,
- Merge Recruitment Program and Membership under Membership Committee,
- merge officer recruitment and leadership under Current and perspective officers,
- change Leadership Roster Coordinator to Officer Coordinator,
- add and perspective to New Members,
- delete Nominations and Nominations Committee Chair,
- add gatherings to Local symposia,
- add and symposia to Monthly meeting,
- delete RG Committee positions and add to ASIE 2007-10-01, LonestaRG when that ASIE is next revised.