

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

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

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

Responsibilities for leading LSM activities are assigned to volunteers through the LSM Bylaws and ASIEs. Volunteers have standard titles to indicate their assumed responsibilities such as “coordinator” or “chair” and all volunteers with responsibilities assigned in the Bylaws and this ASIE are considered officers of LSM. In general, coordinators bring together a related set of LSM activities such as Gifted Children or Newsletter Advertising. Chairs are responsible for committees of coordinators that share experiences and learn from each other. Volunteers may assume multiple responsibilities and titles; and holding multiple titles is not uncommon.

Each of the officers listed below is assigned responsibility for the activities listed to the left. Each chair is assigned responsibility for all activities within his or her program.

**Communications Program Responsibilities**

Communications Committee (ComComm)

Advertising, print and online  
 Calendar, print and online  
 Direct communications and aliases  
 History, print and online  
 Newsletter, print and online  
 Publication and distribution, print  
 Publication and distribution, online,  
 Web content  
 Publicity

**Officers**

Communications Chair

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

**Education Program Responsibilities**

Education Committee (EdComm)

Education fundraising  
 Education program publicity  
 Gifted Children  
 Scholarship Chair

**Officers**

Education Chair

Education Funding Coordinator  
 Education Publicity Coordinator  
 \*\* Gifted Children Coordinator  
 \* Scholarship Chair

**Membership Program Responsibilities**

Membership Committee (MemComm)

Awards  
 Current and prospective officers  
 Current members and renewals  
 New and prospective members

**Officers**

\* Membership Officer – Membership Chair  
 Awards Coordinator  
 Officer Coordinator  
 Current Member Coordinator  
 New Member Coordinator

Testing  
Facilities  
Test Administration

\* Testing Coordinator  
Facilities Coordinator  
\*\* Proctors

**Symposia Program Responsibilities**

Symposia Committee (SymComm)  
Local symposia gatherings  
Monthly meetings and symposia

Publicity

Bryan-College Station  
San Marcos – Texas State University  
University of Texas  
Waco

**Officers**

Symposia Chair  
Symposia Coordinator  
\* Programs Officer (Meetings  
Coordinator)  
Symposia Publicity Coordinator

BCS Coordinator  
San Marcos Coordinator  
UT Mensa President  
Waco Coordinator

**Independent Officers Responsibilities**

Local arbitration  
Records, ASIEs, and Archives  
  
Regional arbitration  
Service for Guidance, and Hospitality to  
Travelers (SIGHT)

**Officers**

\* Ombudsman  
Records Manager and Archivist  
[ExComm Secretary if not filled]  
\* Arbiter  
\*\* SIGHT Coordinator

\*Officer positions established in the bylaws and ASIEs

\*\*Officers 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, and 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.