

NSS CHAPTER RULES

(Last revised October 2005)

Section 1. A Chapter is an incorporated or unincorporated association of persons who have joined together to further the interests and purposes of the National Space Society (NSS) and which has been issued a valid Chapter Certificate. A Chapter Certificate is a certificate issued by the Chapters Coordinator which states (1) that the organization named in the certificate is a chapter of the NSS and (2) that the certificate is valid for fifteen months from the date of its issuance unless the certificate is revoked or surrendered before fifteen months have elapsed. Issuance of a Chapter Certificate does not confer tax-exempt status on a U.S. chapter. In order to receive tax exemption, the chapter must comply with IRS regulations either by becoming a subordinate under the NSS Group Exemption or filing the appropriate documents directly with the IRS.

Section 2. Three or more members of the NSS, who are not institutional members, may submit to the Chapters Coordinator, for the purpose of organizing a chapter of the NSS, three copies of an application on forms provided by the Chapters Coordinator. The application must be accompanied by three copies of the chapter's bylaws, articles of incorporation, etc. which establish reasonably democratic procedures of governance, and purposes consistent with the purposes of the NSS.

Section 3. An existing organization may apply to become a chapter of the NSS, if it fulfills the requirements contained in these rules.

Section 4. If the Chapters Coordinator determines that the documents comply with the requirements set forth and accepts the application of a new or existing organization, the Chapters Coordinator shall stamp all three copies "Filed" and "[date]", file one copy in the Chapters File, send one copy to the principal office of the NSS, and return one copy to the chapter's organizers. The Chapters Coordinator shall issue a Chapter Certificate to the Organization.

Section 5. National Space Society chapters must use a name which includes in it the term "National Space Society" or "___, a chapter of the National Space Society". Chapters will be encouraged to adopt names in the format of: Geographical Name + Space Society + a chapter of the National Space Society. Non-US chapters would use the chapter name format, omitting or including "a chapter of the National Space Society" as they prefer. Examples of reasonable names might be "Denver Space Society, a chapter of the National Space Society", or "National Space Society, Denver Chapter". Geographic descriptions are preferred, but should not refer to an area greater than that from which members may reasonably be expected to travel for regular meetings (e.g., not Midwest Space Society, or Great Britain Space

Society, or Eurasia Space Society). The existence of a chapter in an area in no way excludes the formation of new chapters in the same area. Chapters are encouraged to help form new chapters.

Section 6. A chapter may not act as a representative of the NSS in any capacity without permission of the Society. All letterheads, newsletters, telephone answering machines, statements to individuals, groups, and so forth shall clearly identify the source as a chapter, as opposed to the Society itself.

Section 7. Chapters may not establish arrangements with other organizations which are aimed in a substantial sense at obtaining the benefits of NSS chapter status for the other organization rather than for the chapter. For example, the establishment of two organizations with the same Board of Directors, one a chapter of NSS and the other not, where the NSS chapter is used to exploit the NSS non-profit status, the NSS name, the NSS membership incentives, etc., while the resources thus obtained are used to a significant extent to build up the non-NSS organization, is not allowed. Chapters which are concerned that they may be in violation of this rule should consult the Chapters Coordinator, who will decide such issues on a case-by-case basis. The foregoing is not intended to prevent chapters from organizing as student body organizations.

Section 8. A chapter shall have at least three principal officers and shall not allow any person to hold a principal chapter office (for example, chapter president, secretary or treasurer) unless such person is a member of the NSS. A chapter is allowed to require any other or all of its members to become members of the NSS.

Section 9. Each chapter shall file an Annual Report with the Society within forty-five (45) days after the end of NSS' fiscal year. The report shall be made on forms provided by the Chapters Coordinator. A chapter shall also, on request of the Chapters Coordinator, provide a current copy of its membership list, with names and addresses. The Chapters Coordinator shall issue a Chapter Certificate to each chapter which files a satisfactory Annual Report.

Section 10. In order to maintain good communications within the Society, each chapter shall provide the Chapters Coordinator and the principal office of the NSS with subscriptions to the chapters' newsletter(s).

Section 11. A chapter may at any time elect to surrender its Chapter Certificate to the Chapters Coordinator, thereby ceasing to be a chapter of the NSS and relinquishing the privilege of using the NSS name and symbol.

Section 12. The Chapters Coordinator shall be in charge of all of the Society's non-legislative Spaceweek activities above the chapter level, because Spaceweek activities are, in

general, chapter oriented. The Chapters Coordinator may appoint and/or remove one or more Spaceweek Coordinators and/or other volunteers to help carry out Spaceweek activities.

Section 13. There shall be a program of incentives for chapters to recruit new members of the NSS. A one-time incentive payment will be made for each new member of the NSS recruited by a chapter using membership forms that identify the recruiting chapter. The incentive payments will be paid to chapters within three months of receipt of full NSS dues payments. The initial recruitment incentive will be set at half the amount of the dues payments. The NSS Board of Directors may, by an act of the Board, adjust the level of the recruitment incentive as required to maintain the financial integrity of the Society. (“New member” is defined as any person who has never been a member of the NSS, or whose membership has lapsed for more than nine months.)

Section 14. The Chapters Coordinator may terminate the status of a group as a chapter in the NSS if he/she feels that this would be in the best interests of the Society. Such action may be appealed to the Executive Committee. A decision of the Executive Committee concerning such an action may be further appealed to the Board of Directors. Appeal includes the right to submit documents to the Committee or Board members, to review copies of all documents submitted to the Committee or Board members which relate to the decision in question, and to make a presentation to the Committee or Board if the matter is to be considered at a Committee or Board meeting held in person or via communications equipment. A majority of a quorum is sufficient to sustain the Chapters Coordinator’s action at the Executive Committee level. An appeal to the Board of Directors shall require a majority vote of a quorum of the Board (or a majority vote of the Board, if by mail vote) to sustain the action of the Chapter Coordinator as upheld by the Executive Committee.

Section 15. The Chapters Coordinator may elect to suspend some or all services and privileges to a chapter which is in material or substantial noncompliance with these rules. At such time as the Chapters Coordinator determines that the chapter has remedied its noncompliance, its rights to chapter services and privileges shall be reinstated.

Section 16. The Chapters Coordinator may interpret rules 1-15 of this document and is empowered to grant exceptions in order to further the interests and purposes of the Society.

Section 17. Decisions rendered by action or inaction of the Chapters Coordinator may be amended by the Executive Committee.

Section 18. This document may be amended only by a majority vote of the NSS Board of Directors.