POLICY I - CREATION OF CORPORATE POLICIES

Section 1 - Creation: The National Space Society adopts the corporate policies set forth herein. These and any successor corporate policies shall be known collectively as the Corporate Policies of the National Space Society, and the collection of Corporate Policies shall be known as the Corporate Policies Document.

Section 2 - Modifications: Additions, revisions and deletions to Corporate Policies may be made at any time by a majority vote of the Executive Committee or by a vote of the Board of Directors. However, a Corporate Policy made by the Board of Directors may be revised or deleted only by the Board of Directors, as provided in the Bylaws, or in such other manner as may be specified by the Board of Directors in its resolution making such Corporate Policy.

Section 3 - Recordkeeping: The Secretary of the Society shall maintain and keep current the Corporate Policies Document. The Corporate Policies Document shall indicate those Corporate Policies, if any, made by the Board and the date of the applicable Board action.

Section 4 - Integration with Bylaws: These Corporate Policies are intended to be consistent with, and implement, the Society’s Bylaws. To the extent that any Corporate Policy shall be inconsistent with the Bylaws it shall be null and void, and such invalidity shall not affect the validity of the other Corporate Policies.

POLICY II - PARTICULAR OFFICERS

Section 1 - Officers and Management: The officers of the Society shall be those prescribed in the Bylaws and such other positions as may be created from time to time by the Board of Directors or the Executive Committee.

Section 2 - Chief Operating Officer

(a) Duties: The person designated by these Corporate Policies as the Chief Operating Officer will oversee all Operating Officers, with the exception of the Executive Vice President, and will be responsible for ensuring that the orders of the Board of Directors are carried into effect and for ensuring that the day-to-day operations of the Society are being executed in the best interests of the Society. The Chief Operating Officer will report to the. The Chief Operating Officer will also oversee the Awards Committee, Conferences Committee, the Director of Creative Arts, the Director of Information Systems, the Data Protection Officer, the Vice President of Marketing, and the Executive Vice President in that Officer’s role of overseeing the Roadmap Committee, and work as necessary with staff, volunteers, chapters, and contract services.

(b) Designation: Except as otherwise provided in these Corporate Policies, the Senior Vice President shall serve as the Chief Operating Officer.

Section 3 - Vice Presidents - In General:

(a) Designation: (i) The four Vice presidents who are voting members of the Executive Committee as provided for in Article VIII, Section 7 of the Bylaws shall be: Vice President of Chapters, Vice President of Development, Vice President of Membership, and Vice President of Education and Outreach. (ii) At any time prior to the election of officers after the Board of Directors election, or at any time prior to filling a vacancy in one of these Vice Presidencies, the Executive Committee may re-title or redefine the role of any such Vice Presidency to be filled.

(b) Reporting: Each of the four Vice Presidents who are voting members of the Executive Committee will report to the Chief Operating Officer of the Society in accordance with the Bylaws and these Corporate Policies, and will periodically provide reports as requested by the Board of Directors or Executive Committee.
(c) **Additional Vice Presidents:** The Executive Committee by majority vote may appoint persons to non-voting Vice President positions. Such appointments shall expire at the next officers election.

(d) **International Vice Presidents:** The Executive Committee by majority vote may appoint persons to non-voting Vice President positions to foster NSS activities in regions of the world where there is sufficient NSS activity to warrant creating such a position. Such appointments shall expire at the next officer election and such Vice Presidents shall report to the Executive Vice President, shall coordinate closely with the Vice-President of Chapters, the Chapters Coordinator, and the International Committee, and shall work with other NSS leaders as needed.

(i) **Vice President of NSS-India Relationships:** The Vice President of NSS-India Relationships shall foster and strengthen the relationship between NSS and India and NSS activities in India.

Section 4 - Vice Presidents - In Particular:

(a) **Vice President of Chapters:** The Vice President of Chapters will be the responsible Operating Officer for the growth, relationships and servicing of the chapters, and for enhancing the value that the Society delivers to its chapters. The Vice President of Chapters will be responsible for the development and execution of a plan with these responsibilities as objectives. To this end, the Vice President of Chapters will oversee the Chapters Committee and work as necessary with staff, volunteers, chapters, and contract services.

(b) **Vice President of Development:** The Vice President of Development will be the responsible Operating Officer for the raising of funds for the Society, including institutional giving, individual giving, bequests, major events, private foundation grants and high value donor programs. The Vice President of Development will be responsible for the development and execution of a long-range plan for fundraising for the Society and work in conjunction with the Treasurer, staff, and any group of NSS Governors as may be established for such purpose. The Vice President of Development will also oversee the Development Committee, the Investment Committee, and the Director(s) of Strategic Relationships and work as necessary with staff, volunteers, chapters, and contract services.

(c) **Vice President of Membership:** The Vice President of Membership will be the responsible Operating Officer for the growth, relationships and servicing of the membership, and for enhancing the value that the Society delivers to its membership. The Vice President of Membership will be responsible for the development and execution of a plan with these responsibilities as objectives. To this end, the Vice President of Membership will oversee the Membership Committee and work as necessary with staff, volunteers, chapters, and contract services.

(d) **Vice President of Education and Outreach:** The Vice President of Education and Outreach will be the responsible Operating Officer for the communication of the Vision and Mission of the Society to and via educational institutions and students as well as by other means to reach out to the general public, such as a speakers bureau. The work of the Vice President of Education and Outreach includes contests, competitions, debates, curriculums, seminars, workshops, the Space Ambassadors program, and the SpaceEdge Academy. The Vice President of Education and Outreach is also responsible for managing the space policy and UNiversalization (spUN) debates and those aspects of the Space Settlement Contest that occur during the Society’s Annual Conference. The Vice President of Education and Outreach will oversee the Director of Education, the Director of Publications, and the Projects Committee, and work as necessary with staff, volunteers, chapters, and contract services.

(e) **Vice President of Marketing:** The Vice President of Marketing is responsible for the brand and public interface of the Society through press releases, Society-level marketing, Society-level social media, and also through the creation and implementation of an organizational brand strategy approved by the Executive Committee; however, the Executive Committee must approve by majority vote any changes to the Society logo. The Vice President of Marketing will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services to ensure consistency in operations required to build the overall Society brand. The Vice President of Marketing reports to the Chief Operating Officer.

The Vice President of Marketing is additionally responsible for:
• Reviewing and approving all official Society press releases prior to their distribution with the exception that review of Policy Committee sourced press releases is limited to editorial changes.
• Maintaining the list of Society media contacts used to distribute press releases.
• Setting the strategy of the Society with regard to social media, including the prioritization of social media platforms, the review of Society social media content, and any official response to posts on Society social media.
• Protecting the trademarks and copyrights of the Society.

(f) Vice President for Space Development: The Vice President for Space Development shall help represent NSS to industry and NASA and bring relevant industry and NASA matters to the attention of Society leaders. The Vice President for Space Development will coordinate with the Executive Vice President, the Vice President of Development, the Chair of the Policy Committee, the NSS President, and other Society leaders as appropriate. The Vice President for Space Development reports to the Chief Executive Officer.

Section 5 - Executive Vice President: The Executive Vice President shall coordinate the work of the Policy Committee so as to more effectively support the Society’s short-term and long-term goals and work as necessary with staff, volunteers, chapters, and contract services. Additionally, the Executive Vice President shall oversee the International Committee and the Roadmap Committee, and in these roles the Executive Vice President reports to the Chief Executive Officer.

Section 6 - Secretary: The Secretary will be the responsible Operating Officer for the recording and proper dissemination of, in addition to the proceedings of meetings of the Board of Directors, the Executive Committee, other proceedings as requested by the Chief Operating Officer, the Board of Directors and Executive Committee. The Secretary will periodically provide reports as requested by the Chief Operating Officer, the Board of Directors and Executive Committee.

Section 7 - Treasurer: The Treasurer will be the responsible Operating Officer for the financial condition and financial planning of the Society. The Treasurer shall be responsible for the preparation of an annual budget, the collection of all member dues and/or assessments, the maintenance of proper accounting procedures and records, and the maintenance of funds in banks and other entities as directed by the Board of Directors. The Treasurer will oversee the Finance Committee. The Treasurer will report to the Chief Operating Officer.

Section 8 - Chief Executive Officer: The Chief Executive Officer (in accordance with his/her general duties, as specified in the Bylaws), shall pay particular attention to the strategic issues facing the Society and in this regard will oversee the Strategic Planning Committee and will work to ensure that the Society’s strategic decisions are implemented. In addition, the Chief Executive Officer will oversee the Chief Operating Officer, the Vice President for Space Development, and the Space Settlement Advocacy Committee. The Chief Executive Officer shall report to the Executive Committee.

Section 9 - Senior Officer Arbitration: In the event of a dispute between any two of the Chief Executive Officer, Senior Vice President, and Executive Vice President, one of the two disputants may call for a vote among all three of these officers to resolve the dispute by majority vote (with the exception of matters when the Executive Vice President is acting as the Chair of the Policy Committee, in accordance with Article IX of the Bylaws). This is irrespective of which officer might normally oversee another officer. Any such resolution must not be inconsistent with prior decisions of the Executive Committee and may be appealed to or otherwise altered by the Executive Committee.

POLICY III – DIRECTORS, COORDINATORS AND OTHER POSITIONS

Section 1 - Director of Creative Arts: A Director of Creative Arts shall be responsible for the Society’s relationship with persons and organizations in the creative arts, including movies, TV, music and fashion. The Director reports to the Chief Operating Officer and will work as necessary with directors, managers, staff, teams, volunteers, chapters, contractors, employees and contract services as needed.
Section 2 - Director of Education: The Director of Education is responsible for developing and overseeing educational programs and educational projects of the Society primarily directed to students and teachers, except those, if any, excluded by the Executive Committee. The Director shall also consult and advise with respect to educational aspects of Society projects and programs that are not primarily directed to student or teacher education. The Director reports to the Vice President of Education and Outreach and will work as necessary with directors, officers, coordinators, managers, staff, volunteers, chapters, contractors, employees, and contract services as needed.

Section 3 - Director of Information Systems: The Director of Information Systems (IS Director) will be responsible for the development, deployment, and maintenance of Society information systems, including but not limited to websites, blogs, databases, backup systems, security systems, software licenses, membership systems, donor management systems, email systems, and group distribution lists. In particular:

(i) The IS Director will solicit content and input from all Society leaders, staff and committees, but will manage all website content that is presented to the public according to the guidelines (a) through (f) below, with the exception of (1) press releases, (2) position papers, and (3) any official Society documents approved by the Executive Committee and/or the Board of Directors.

(a) The IS Director has responsibility for determining if proposed content, with the three exceptions noted in the previous paragraph, supports the NSS mission, vision, and values, and is not in conflict with formal NSS positions.

(b) The IS Director may create, or delegate the creation of, any needed content if it has not been provided by Society leaders or committees.

(c) The IS Director has the authority to correct errors and remove any material that may violate laws.

(d) The IS Director will work with the Director of Communications and Branding to ensure that the appearance and content of the website is not inconsistent with established Society brand strategy.

(e) The IS Director is not responsible for Society social media except to provide links to such services on the Society website.

(f) The IS Director is not responsible for the content of chapter websites, regardless of where they are hosted.

(ii) The IS Director will receive membership related requirements from the Membership Committee, and will have authority to determine how those membership requirements are operationalized, including the appearance of forms, how data is stored in Society databases, and how membership data interacts with other Society information systems.

(iii) The IS Director will, as needed, organize internal training events related to particular tools and software used by the Society, and will act as an advocate to encourage use of tools and software by Society leaders.

(iv) The IS Director may choose to provide support for chapter websites and/or for NSS project websites that are distinct from the official website of the Society, but is not obligated to do so.

(v) To accomplish these tasks, the IS Director will create teams of volunteers as needed, and with the approval of the Chief Operating Officer may hire managers, contractors, and employees.

(vi) The IS Director reports to the Chief Operating Officer and will work as necessary with members of the Board of Directors, officers, staff, volunteers, chapters, directors, managers, and coordinators.

Section 4 – Director of Publications: The Director of Publications is responsible for developing, managing, marketing, and/or publishing Ad Astra and such other publications of the Society as may be determined by the Executive Committee. The Director of Publications does not have authority to hire, fire, or determine the compensation
of editors. The Director of Publications may not be paid for content in NSS publications for which that Director is responsible. The Director of Publications reports on editorial matters to the Ad Astra Editorial Committee, reports on non-editorial matters to the Vice President of Education and Outreach, and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

Section 5 - Director of Strategic Relationships: A Director of Strategic Relationships is responsible for developing, managing, and/or supporting strategic relationships between the Society and one or more particular institutions, organizations, and/or entities identified by the Executive Committee in its resolution appointing that Director. The Executive Committee may further define or limit the Director’s responsibilities. The Director reports to the Chief Executive Officer and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

Section 6 - Data Protection Officer: The Data Protection Officer is responsible for compliance with applicable data protection regulatory requirements. The Data Protection Officer reports to the Chief Operating Officer.

Section 7 - Ad Astra Editor: The Ad Astra Editor is responsible for the editing and content of Ad Astra, the flagship publication of the Society, in a manner not inconsistent with the Society’s approved branding strategy. The hiring and firing and compensation of the Ad Astra Editor shall be determined by majority vote of the Executive Committee. For non-editorial matters, the Ad Astra Editor reports to the Director of Publications. On editorial matters, the Ad Astra Editor reports to the Ad Astra Editorial Committee. However, unless specifically directed by a vote of the Ad Astra Editorial Committee, the Ad Astra Editor has final authority over the content to appear in a particular issue of Ad Astra. The Ad Astra Editor may appeal any decision of the Ad Astra Editorial Committee to the Executive Committee.

POLICY IV - STANDING COMMITTEES


Section 2 - Appointment and Term of Standing Committee Members:

(a) Appointment: Within 30 days after the Officers election is completed, each Officer shall nominate, for the approval of the Executive Committee, the persons to constitute the voting members of each Standing Committee under such Officer’s purview as described herein. To the extent reasonable, these nominees should be persons with experience in the area of responsibility of the specific Committee to which nominated.

(b) Additional Appointees: (i) From time to time thereafter an Officer may appoint additional persons to be a nonvoting member of such Committee and, if the appointment of such a person is thereafter approved by the Executive Committee, such person shall become a voting member of the Committee. (ii) At any time, a Committee Chair may appoint additional persons to be non-voting members of such Committee.

(c) Committee Chairs: Within 30 days after the Officers election is completed, each Vice President shall nominate, for the approval of the Executive Committee, the person to serve as the Committee Chair of each Standing Committee under such Vice President’s purview as described herein. Each Chair, which could be the overseeing Vice President, shall have the same rights and privileges as the other voting members described above. At any time thereafter, as the need arises, an overseeing Vice President may nominate, for the approval of the Executive Committee, a person to replace the Chair of a supervised Committee. A Committee Chair will be responsible for the scheduling, notification, and conduct of Committee meetings, any recording of meeting minutes (especially decisions), any recording and tracking of actions, and for overseeing the timely completion of Committee activities and actions. As the needs arise, a Committee Chair may appoint committee-level officers (e.g., Secretary) and create lower-tier groups (e.g., sub-committees, task forces, etc.) to assist in the performance of such duties and with the efficient operations of the Committee.
Section 3 - Term of Service:

(a) Appointment: A member of a Standing Committee shall serve from (i) the time the appointment is approved by the Executive Committee in accordance with Section 2(a) above or from the time of appointment pursuant to section 2(b) above, until (ii) the Vice President’s group nominations are approved by the Executive Committee after the next Officer’s election.

(b) Removal: Notwithstanding Section (a), a Vice President may remove any non-voting member of any Committee and, with the concurrence of the Chief Operating Officer, may remove any voting member. The Vice President shall promptly report the removal of any voting member to the Executive Committee.

Section 4 – Ad Astra Editorial Committee: The Ad Astra Editorial Committee will be responsible for coordinating how the flagship publication of the Society reflects Society policies and strategies. The Committee will report to the Executive Committee, and will consist of the Chief Executive Officer, the Chief Operating Officer, the Executive Vice President, the President, the Vice President of Education and Outreach, the Editor of Ad Astra, the Director of Publications, the Vice President of Marketing, and two members of the Board of Directors selected by majority vote of the Executive Committee. These two members shall serve until the next election of officers unless they become ineligible or are removed by majority vote of the Executive Committee. Directives voted on by the Committee shall be carried out by the Director of Publications and the Ad Astra Editor. The Director of Publications and the Ad Astra Editor are ex-officio members of the Committee. The Chair of the Committee shall be selected by majority vote of the Executive Committee. The Ad Astra Editorial Committee shall normally meet four times per year.

Section 5 - Awards Committee: The Awards Committee will be responsible for the recognition programs of the Society, and for enhancing the value that the Society delivers to the chapters and membership. The Committee will report to the Chief Operating Officer and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Chief Operating Officer.

Section 6 - Bylaws and Corporate Policies Committee: The Bylaws and Corporate Policies Committee will be responsible for maintaining the Bylaws and Corporate Policies of the Society, and reviewing proposed revisions to the Bylaws and Corporate Policies of the Society for completeness, consistency, and conciseness. The Committee will report to the Chief Executive Officer and will work in conjunction with staff and contract services as directed by the Chief Executive Officer.

Section 7 - Chapters Committee: The Chapters Committee will be responsible for the growth, relationships and servicing of the Chapters. The Chapters Committee should coordinate with the International Committee on chapter issues but the Chapters Committee shall have authority for international chapters. The Committee will report to the Vice President of Chapters and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Vice President of Chapters.

Section 8 - Conferences Committee: The Conferences Committee will be responsible for the planning and execution of the Society’s Annual Conference and any other conferences as directed by the Chief Operating Officer, to whom the Committee reports. The Committee will work as necessary with staff, volunteers, chapters, and contract services as directed by the Chief Operating Officer.

Section 9 - Development Committee: The Development Committee will be responsible for the raising of funds for the Society, including institutional giving, individual giving, bequests, major events, private foundation grants and high value donor programs. The Committee will report to the Vice President of Development and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Vice President of Development.

Section 10 - Finance Committee: The Finance Committee will assist the Treasurer as requested by the Treasurer. The Finance Committee will work with the Investment Committee to implement the Society Investment Policy as needed. The Committee will report to the Treasurer and will work as necessary with the Investment Committee, staff, volunteers, chapters, directors, managers, and contract services as directed by the Treasurer.
Section 11 - International Committee: The International Committee will facilitate productive, collaborative relationships with national and international non-governmental organizations (NGOs) and other entities and persons with international agendas and missions consistent with the NSS Vision. The Chief Executive Officer is responsible for the appointment of official NSS observers to the United Nations. The International Committee will (i) coordinate the sending of International Committee observers to the United Nations in addition to the official NSS United Nations observers and (ii) recommend and implement joint exhibitions, workshops, conferences, and meetings with NGOs, entities and persons referenced above. The International Committee should coordinate with the Chapters Committee on chapter issues but the Chapters Committee shall have authority for international chapters. The Committee will report to the Executive Vice President and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Executive Vice President.

Section 12 - Investment Committee: The Investment Committee will be responsible for managing the investment funds of the Society, including its operating reserve, investment fund, and endowment fund, as defined in the Investment Policy. The committee shall be responsible for the selection of investment managers, the development and implementation of investment strategy, and other actions needed to be good stewards of the investment funds of the Society. The Committee is required to follow the Board of Directors approved Investment Policy. The Committee is responsible for investment decisions only, and has no authority to spend money or authorize checks not related to the management of the investments. The Committee will report to the Vice President of Development, and will work as necessary with staff, volunteers, directors, contractors, and contracted institutions as directed by the Vice President of Development.

Section 13 - Membership Committee: The Membership Committee will be responsible for the growth and servicing of the membership, and for enhancing the value that the Society delivers to the membership. The Committee will report to the Vice President of Membership and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Vice President of Membership.

Section 14 - Projects Committee: The Projects Committee will be responsible for the development and management of major projects (e.g., scientific, educational). The Committee will report to the Vice President of Education and Outreach and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Vice President of Education and Outreach.

Section 15- Roadmap Committee: The Roadmap Committee will develop and revise the Society’s Space Settlement Roadmap. Any proposed new version of the Roadmap will be put forward to the Executive Committee for discussion and approval. Publication and general usage of the Roadmap will be determined and approved by the Executive Committee. The Roadmap should consist of un-prioritized milestones that are thought to be required to achieve the NSS Vision, and should generally look further into the future than the Policy Committee. The Committee will report to the Executive Vice President and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Executive Vice President.

Section 16 – Space Settlement Advocacy Committee: The Space Settlement Advocacy Committee will advance the cause of space settlement within and without the Society, with a primary focus on adults and thought leadership. The committee shall be responsible for (i) the publication of the NSS Space Settlement Journal, (ii) Society projects/prizes aimed at encouraging the creation of space settlement related scientific papers, (iii) the composition and topics of the Space Settlement Track at the Society’s Annual Conference, (iv) research projects related to space settlement, and (v) the maintenance and enhancement of the Space Settlement Nexus on the Society website. The Committee will report to the Chief Executive Officer and will work as necessary with staff, volunteers, chapters, the Conferences Committee, and contract services as directed by the Chief Executive Officer.

Section 17 - Strategic Planning Committee: The Strategic Planning Committee will develop and revise on an ongoing basis a Strategic Plan for the Society. The Committee will report to the Chief Executive Officer and will work as necessary with staff, volunteers, chapters, and contract services as directed by the Chief Executive Officer.

Section 18 - Standing Committee Operations:
(a) Plans: Each Standing Committee shall be responsible for creating and maintaining both a Long-Term Plan and an Annual Plan setting forth how the Committee proposes to implement its functions in support of the Society’s long-term and short-term goals. Such Plans and any revisions of such Plans shall incorporate any matters which the Board of Directors or Executive Committee shall direct the Committee to include. In addition, the Committee shall prepare a Budget showing how it contemplates that the Annual Plan will be funded. To the extent that such budget is not based on a contemplated source of funds other than the NSS general funds, the Committee shall make a Budget Request for the NSS funding it believes necessary for it to implement its Annual Plan. Those Plans, Budget and Budget Request shall be submitted to the Executive Committee no later than 60 days prior to the date the NSS budget for the following year is to be approved by the Executive Committee.

(b) Implementation of Plans: Except to the extent the Executive Committee or the Board of Directors shall disapprove any or all of such Plans, such Plans shall become the basis for Committee actions until the next Annual Plan is submitted. So long as the identified NSS funding is available, the Committee may proceed with the implementation of its Plans in conjunction with staff and contract services, subject to the general oversight of its supervising Officer and the Treasurer. To the extent that a Committee’s Plan might create a financial obligation by the Society to other parties, which obligation is not provided for in NSS’s budget, the Committee shall not incur such an obligation without the prior approval of the Chief Operating Officer or of the Executive Committee. The Committee may from time to time modify its Plans, provided that such modified Plans are promptly forwarded to the Executive Committee.

(c) Funding: To the extent that NSS funding for a Committee’s Plan has been incorporated in an identifiable way into the NSS budget, the Committee may draw down on those funds as needed, subject to the general oversight of its supervising Officer and the Treasurer.

(d) Written Contracts: Except as may be otherwise provided in the Bylaws or by Board of Directors or Executive Committee motion, written contracts binding the Society, including memoranda of understanding, may be signed only by the Chief Operating Officer or the Chief Executive Officer, or a duly authorized delegate of them.

POLICY V - BOARD REPORTS

Section 1 - Committee Reports: At least quarterly, each Standing Committee Chair shall report to the Officer overseeing such Committee, in time for incorporation into such Officer’s own report to the Directors (i) a summary of the activities of the Committee during the prior quarter, (ii) a summary of future activities that are pending or being planned by such Committee, and (iii) such other matters as the Chair believes should be brought to the attention of the Directors.

Section 2 - Officer Reports: At least quarterly, each Operating Officer shall report to the Directors (i) a summary of the activities of the Officer and Committee(s) that such Officer is overseeing during the prior quarter, (ii) a summary of future activities that are pending or being planned by such Officer and Committee(s) that such Officer is overseeing, (iii) such other matters as the Officer believes should be brought to the attention of the Directors, (iv) the latest Plans of each Standing Committee that such Officer is overseeing, with an indication of the last revision date and identifying any revisions since the preceding quarterly distribution.

Section 3 - Reports made to the Executive Committee: Unless waived by the Executive Committee at the meeting, each meeting of the Executive Committee shall include brief reports from each of the Chief Executive Officer, Chief Operating Officer and Executive Vice President, in that order, as to (i) the most significant actions taken or decisions made by them, or reported to them by subordinates, since the last meeting of the Executive Committee, (ii) what actions they are contemplating taking or decisions that will have to be made by them prior to the next meeting of the Executive Committee, and (iii) what long-range needs or possibilities have appeared not previously reported to the Executive Committee. These summary reports shall be uninterrupted and no more than 10 minutes each.

POLICY VI - AUDIT COMMITTEE
Unless one is created in the Board of Governors, the Society shall have an Audit Committee whose members are elected by a majority vote of the Executive Committee. The Audit Committee’s purpose will be to monitor the financial operations of the Society to assure all NSS stakeholders that Society funds are being expended as intended, and other customary Audit Committee functions. The Audit Committee will report to the Chair of the Board of Directors.

POLICY VII - NSS RULES AND DOCUMENTS

The NSS “Chapter Rules,” “Rules for Mail Votes,” “Nominations and Elections Committees” document, “Campaign Rules,” shall be deemed Corporate Policies and included as an Appendix to the Corporate Polices Document. In accordance with the NSS Bylaws, the foregoing four documents may be amended only by a majority vote of the Board of Directors, notwithstanding any other provisions of this Corporate Policies Document regarding modifications generally.

POLICY VIII - DIVERSITY AND GENDER

Section 1 - Diversity Statement. The National Space Society recognizes that it serves a broad and diverse constituency comprised of individuals from many different backgrounds. The Society respects and values diversity among its members, volunteers and employees. We recognize that the variety of skills, characteristics, and backgrounds offered by a diverse work force of volunteers and employees contributes to the strength and success of our organization. It is the objective of the Society that each volunteer and employee shall be treated with respect and dignity, and provided equal opportunity, regardless of race, national origin, gender, religion, disability, military status, age, parental status, marital/domestic partner status, sexual orientation, physical attributes, or association with any person identified by any of these groups. It is also the objective of the Society that the same dignity and respect be extended to the members, suppliers, customers, applicants and other constituents of the Society. We appreciate the unique contributions that each volunteer, each employee and each constituent has to offer. Accordingly, we are committed to foster an environment that embraces and celebrates diversity.

Section 2 - Gender-Specific Language. With regard to gender related terms related to spaceflight, NSS seeks to follow in all publications and websites the NASA guidelines adopted in 2006 which read: “In general, all references to the space program should be non-gender-specific (e.g., human, piloted, unpiloted, robotic, as opposed to manned or unmanned). The exception to the rule is when referring to the Manned Spaceflight Center (also known as the Manned Spacecraft Center), the predecessor of Johnson Space Center in Houston, or to any other historical program name or official title that included ‘manned’ (e.g., Associate Administrator for Manned Spaceflight).” In addition to the terms human and piloted mentioned above, “crewed” spaceflight is often appropriate and is recommended.

POLICY IX - DEFINITIONS

Section 1 - Reports To:

(a) In General: In this document, except as provided in subsection (b), if a person or entity A “reports to” person B, then B shall have the authority to override the decisions and exercise the authority of A.

(b) Bylaws and Corporate Policies Committee: The Chief Executive Officer shall not have the authority to override the decisions and exercise the authority of the Bylaws and Corporate Policies Committee.

Section 2 - Oversees: In this document, if person or entity A “oversees” person or entity B, then A shall have the authority to override the decisions and exercise the authority of B.

Section 3 - Director: A director (as distinct from a member of the Board of Directors) is a person appointed by, and subject to removal by, the Executive Committee to oversee a particular task or defined area of Society functioning. When the Executive Committee creates a director position, this position’s responsibilities shall be documented in the Corporate Policies, including the title that shall be used by the person who is selected to fill the position. In such role a director may oversee any combination of managers, teams, volunteers, contractors, or employees. A director shall
report to a particular officer. A director may be a volunteer, employee, or contractor. If the director is a volunteer, the term of service of the director shall, unless otherwise determined by the Executive Committee, expire ninety (90) days after the next biennial officers election. If the director is paid, the term of service of the director shall expire as determined by contract or by action of the Executive Committee. Directors have significant management responsibility but do not make policy and do not have authority to enter into a contract on behalf of the Society. The Executive Committee may appoint a person as a director but instead use an alternate designation, such as “head.”

**Section 4 - Manager:** A manager is a person appointed by, and subject to removal by, a director (as defined in Section 3 above) to oversee particular tasks or defined areas of Society functioning as determined by that director. A manager reports to the director who appointed that manager. In such role a manager may oversee any combination of teams, volunteers, contractors, or employees. A manager may be a volunteer, employee, or contractor. Managers have significant management responsibility but do not make policy and do not have authority to enter into a contract on behalf of the Society.

**Section 5 - Coordinator:** A coordinator is a person appointed by, and subject to removal by, the Executive Committee to coordinate an activity that involves multiple Society committees, officers, directors (as defined in Section 3 above), managers, volunteers, etc. When the Executive Committee creates a coordinator position, this position’s responsibilities shall be documented in the Corporate Policies, including the title that shall be used by the person who is selected to fill the position. A coordinator typically deals with matters internal to the Society. A coordinator shall report to a particular officer. The term of service of a coordinator shall, unless otherwise determined by the Executive Committee, expire ninety (90) days after the next biennial officers election. Coordinators may have significant management responsibility but will most often operate by reporting issues to the overseeing officer who then takes action. A coordinator does not have the authority to enter into a contract on behalf of the Society.

**POLICY X - ADDITIONAL CORPORATE POLICIES**

The following are additional corporate policies, which have been passed and may be amended by the Executive Committee:

1. “National Space Society [Privacy Policy]”