

CORPORATE POLICIES OF THE NATIONAL SPACE SOCIETY

Last revised April 2024

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 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, the Director(s) of Strategic Relationships, the Bylaws and Corporate Policies Committee, the Diversity Committee, the International Space Development Conference Committee, the Membership Policy Committee, the Space Settlement Advocacy Committee, the Space Settlement Summit Committee, and the Executive Vice President in that Officer's role of overseeing the International Vice Presidents, the International Committee, and the Roadmap Committee. Additionally, the Chief Executive Officer will oversee any Society project with a total budget envelope exceeding \$1 million dollars, or any Society Project with a smaller budget designated by the Executive Committee as reporting to the Chief Executive Officer. The Chief Executive Officer shall report to the Executive Committee.

Section 3 - Chief Operating Officer

(a) Duties: The person designated by these Corporate Policies as the Chief Operating Officer 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 Chief Executive Officer. The Chief Operating Officer will oversee the Vice President of Chapters, the Vice President of Development, the Vice President of Education, and the Vice President of Marketing. The Chief Operating Officer will also oversee the Director of Communications/Office of Communications, the Director of Membership, the Awards Committee, the Director of Creative Arts, the Director of Information Systems, the Data Protection Officer, the Ad Astra Editor, the Ad Astra Downlink Editor, the Director of Publications, the International Space Development Conference Chair, and the Space Settlement Summit Chair, and work as necessary with staff, volunteers, chapters, and contract services. Additionally, the Chief Operating Officer will oversee any Society Project with a total budget

envelope less than \$1 million dollars, or any Society project with a larger budget designated by the Executive Committee as reporting to the Chief Operating Officer.

(b) Designation: The Senior Vice President shall serve as the Chief Operating Officer.

Section 4 - Vice Presidents - In General:

(a) Designation: (i) The four Vice presidents who are voting members of the Executive Committee as provided for in Article VII Section 1 and Article VIII, Section 7 of the Bylaws shall be: Vice President of Chapters, Vice President of Development, Vice President of Education, and Vice President of Marketing. (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, 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 90 days after 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 5 - Vice Presidents - In Particular:

(a) Vice President of Chapters: The Vice President of Chapters will be the responsible 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 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 and the Investment Committee, and work as necessary with staff, volunteers, chapters, and contract services.

(c) Vice President of Education: The Vice President of Education will be the responsible Officer for the stewardship of education related activities communicating the Vision and Mission of the Society to and via educational institutions, early career professionals, educators, and students, including services and entities which support educators and students. The work of the Vice President of Education includes contests, competitions, debates, curriculums, seminars, workshops, presentations, the SpaceEdge education program, 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 will be involved as necessary in the development of education related contracts, memoranda of understanding, projects, and programs. The Vice President of Education will oversee the Director of Education and the

Space Ambassadors Program, and work as necessary with directors, officers, staff, volunteers, chapters, and contract services.

(d) 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 is additionally responsible for:

- 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.

(e) 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 6 - 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 Vice Presidents, the International Committee, and the Roadmap Committee, and in these roles the Executive Vice President reports to the Chief Executive Officer. In Policy Committee matters the Executive Vice President can be overridden by majority vote of the Board of Directors.

Section 7 - Secretary: The Secretary will be the responsible 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. The Secretary can be overridden by majority vote of the Board of Directors.

Section 8 - Treasurer: The Treasurer will be the responsible 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.

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 Communications/Office of Communications: The Director of Communications is responsible for the production and distribution of press releases; the implementation of outward communication campaigns that have been approved by the Chief Operating Officer; and the creation of internal and external reports on Society activities. Additionally, the Director of Communications is responsible for leading a Society Office of

Communications, consisting of the Director of Communications, the Vice President of Marketing, the Chief Operating Officer, and the Director of Publications. The Office of Communications is responsible for (1) the creation, revision, and updating of the Communications Guidelines for NSS, and (2) for reviewing and approving all the external communications of the Society (to the public) and large-scale internal communications within the Society (to the membership) as described in the NSS Communications Guidelines, with the exceptions that the Office of Communications has no authority (other than logo usage guidelines) over the Elections Committee or the Policy Committee. The Office of Communications may delegate their review authority to particular individuals for certain areas of review, an example being the editor of the NSS Blog. The Director of Communications reports to the Chief Operating Officer and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

Section 2 - 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 3 - 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 will work as necessary with directors, officers, coordinators, managers, staff, volunteers, chapters, contractors, employees, and contract services as needed.

Section 4 - 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 to ensure that the appearance and content of the website is consistent 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 5 - Director of Membership: The Director of Membership shall be responsible for the operational management of all membership related matters, including renewals, acquisitions, membership service, and the support of the membership database system. The Director of Membership will implement membership policies suggested by the Membership Policy Committee and approved by the Executive Committee. The Director reports to the Chief Operating Officer and will work as necessary with Officers, directors, managers, staff, teams, volunteers, chapters, contractors, employees and contract services as needed. The Director of Membership may use the title “Managing Director of Membership.” The Director of Membership may be assigned additional tasks by the Executive Committee and the Board of Directors.

Section 6 – Director of Publications: The Director of Publications is appointed by majority vote of the Executive Committee and is responsible for marketing and/or publishing Ad Astra and Ad Astra Downlink. The Executive Committee may determine by majority vote that the Director of Publications is responsible for such functions for other publications of the Society. 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 is not involved in the editorial content of any Society publication. The Director of Publications reports to the Chief Operating Officer, and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

Section 7 - 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 institutions, organizations, and/or entities which the Executive Committee may determine. 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 8 - 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. Unless a different person is appointed, the Director of Information Systems shall be the Data Protection Officer.

Section 9 - 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 Chief Operating Officer. However, unless specifically directed by the Chief Operating Officer, the Ad Astra Editor has final authority over the content to appear in a particular issue of Ad Astra.

Section 10 - Ad Astra Downlink Editor: The Ad Astra Downlink Editor is responsible for the layout, editing, and content of Ad Astra Downlink in a manner not inconsistent with the Society’s approved branding strategy. The hiring and firing and compensation of the Ad Astra Downlink Editor shall be determined by majority vote of the Executive Committee. The Ad Astra Downlink Editor will consult and coordinate with the Director of Communications. For non-editorial matters, the Ad Astra Downlink Editor reports to the Director of Publications. On editorial matters, the Ad Astra Downlink Editor reports to the Chief Operating Officer. However, unless specifically directed by the Chief

Operating Officer, the Ad Astra Downlink Editor has final authority over the content to appear in a particular issue of Ad Astra Downlink.

Section 11 - NSS Space Settlement Journal Editor: The Space Settlement Journal Editor is responsible for the production, editing, and content of the NSS Space Settlement Journal in a manner not inconsistent with the Society's approved branding strategy. The hiring, firing, and compensation of the Space Settlement Journal Editor shall be determined by majority vote of the Executive Committee. The responsibilities of the Space Settlement Journal Editor include ensuring that the publication contains journal quality papers that adhere to the vision, mission, and values of the Society while working to increase the prestige of the publication. The Space Settlement Journal Editor reports to Chair of the Space Settlement Advocacy Committee.

Section 12 – International Space Development Conference Chair: The ISDC Chair is responsible for the operations of the ISDC, including registration, budget, speakers, and program activities, as well as being responsible for various ceremonial roles at the ISDC itself. The ISDC Chair approves and oversees the ISDC Program Track Chairs, and also oversees any company contracted to manage the ISDC on a day-to-day basis. The ISDC Chair may perform ceremonial roles themselves, or delegate such roles to others. Typically, a new ISDC Chair is selected for each event, and approved by the Board of Directors well in advance of the ISDC they chair. There is no prohibition on a Chair serving more than once. Additionally, with the approval of the Board of Directors, an ISDC may have Co-Chairs. The ISDC Chair reports to the Chief Operating Officer who signs all ISDC related contracts, and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

Section 13 – Space Settlement Summit Chair: The SSS Chair is responsible for the operations of the SSS, including registration, budget, speakers, and program activities, as well as being responsible for various ceremonial roles at the SSS itself. The SSS Chair approves and oversees the SSS Program Track Chairs, if any, and also oversees any company contracted to manage the SSS on a day-to-day basis. The SSS Chair may perform ceremonial roles themselves, or delegate such roles to others. Typically, a new SSS Chair is selected for each event, and approved by the Executive Committee well in advance of the SSS they chair. There is no prohibition on a Chair serving more than once. Additionally, with the approval of the Board of Directors, an SSS may have Co-Chairs. The SSS Chair reports to the Chief Operating Officer who signs all SSS related contracts, and will work as necessary with directors, officers, managers, staff, teams, volunteers, chapters, contractors, employees, and contract services as needed.

POLICY IV - STANDING COMMITTEES

Section 1 - Standing Committees: The following committees shall be the Standing Committees of the Society: Awards Committee, Bylaws and Corporate Policies Committee, Chapters Committee, Development Committee, Diversity Committee, Finance Committee, Governance and Sustainability Committee, International Committee, Investment Committee, International Space Settlement Conference Committee, Membership Policy Committee, Roadmap Committee, Space Settlement Advocacy Committee, Space Settlement Summit Committee, and Strategic Planning Committee.

Section 2 - Appointment and Term of Standing Committee Members:

(a) Appointment: Except when a particular appointment to a Standing Committee is otherwise specified by these Corporate Policies, within 90 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 90 days after the Officers election is completed, each Officer shall nominate, for the approval of the Executive Committee, the person to serve as the Committee Chair of each Standing Committee under such Officer's purview as described herein. Each Chair, which could be the overseeing Officer, shall have the same rights and privileges as the other voting members described above. At any time thereafter, as the need arises, an overseeing Officer 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: Except when a particular appointment is otherwise specified by these Corporate Policies, 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 Officer's group nominations are approved by the Executive Committee after the next Officer's election.

(b) Removal: Notwithstanding Section (a), the overseeing Officer may remove any non-voting member of any Committee and, with the concurrence of the Executive Committee, may remove any voting member.

Section 4 - 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 5 - Bylaws and Corporate Policies Committee: The Bylaws and Corporate Policies Committee will be responsible for drafting and/or reviewing proposed revisions to the Bylaws and Corporate Policies of the Society for clarity, consistency, and conformity (i.e. that all proposed amendments indicate exactly what language will be added and what language will be removed, and that they will not conflict with other clauses in the Bylaws or other documents). The Committee may work on other documents or tasks as requested by the Chief Executive Officer, the Executive Committee, or the Board of Directors. The Committee's work is advisory only. 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 6 - 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 7 - 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 8 - Diversity Committee: The Diversity Committee will consist of the Chief Executive Officer, the Chair of the Board of Directors, the Chief Operating Officer, the Chair of the Board of Governors, the Executive Vice President and the President, as well as such other persons as may be suggested by the overseeing Officer and approved by the Executive Committee. The Diversity Committee will operate according to the principles and definition listed in Policy VI, as well in accordance with the NSS Nondiscrimination Statement as adopted by the Board of Directors.

The Committee will be responsible for:

- Developing and submitting to the Executive Committee for approval a Diversity Strategy which includes a method of assessing the effectiveness of the strategy.
- Working with the editors of Society publications to help explain the diversity efforts of the Society, including the importance of diversity to the exploration, development, and settlement of space.
- Suggesting ways that Society decision making will consider input from diverse sources.
- Making recommendations to the Executive Committee on diversity related issues that may arise from time to time.

The Committee will report to the Chief Executive Officer and will work as necessary with staff, volunteers, chapters, committees, Directors, and contract services as directed by the Chief Executive Officer.

Section 9 - 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 10 - Governance and Sustainability Committee: The purpose of the Governance Committee is to advise the Board of Directors and Officers on ways to function more effectively, sustainably, and professionally. In the context of this committee, sustainability refers to the ability of the organization to continue to support the vision and mission of the Society into the future. The Governance Committee is advisory only and its recommendations can only be implemented by the affected body (e.g. the Board of Directors, Executive Committee or the Nominations Committee). The Committee will not be involved in providing advice on hiring decisions, compensation, or compliance matters (except for Conflict of Interest statements as specified below). Only current or former members of the Board of Directors or the Board of Governors are eligible to serve on the Governance Committee. The Governance Committee can only conduct business if it has a minimum of seven members and a majority of the members agree to any action taken. The Committee will report to the Chair of the Board of Directors. The Chair of the Committee will report to the Board of Directors on the activities of the Governance Committee at each Board Meeting.

The Governance Committee has the following specific tasks:

1. The Governance Committee may describe qualifications desired for Board of Director members, including alignment with the Society Vision and Mission. These descriptions should be provided to the Nominations Committee, after approval by the Executive Committee, to assist in their search for Board of Directors candidates.
2. The Committee may recommend to the Nominations Committee particular areas where the Committee feels the Board could use added strength.
3. The Committee may develop, maintain, and distribute as appropriate, a list of persons, including their qualifications, who are both potential future Board members and potential future volunteer leaders of the Society. This list may be provided to the Nominations Committee as they begin their deliberations.
4. The Committee may identify/adapt/create professional development training for Board of Directors members, subject to the approval of the Board of Directors. Development training may focus on topics such as understanding the Society's budget, board responsibilities, and ethical issues for non-profit Board members, among many others.
5. The Committee shall create on-boarding training for new Board members (including a plan for conducting the training), subject to the approval of the Board of Directors, intended to be conducted in a timely fashion after the results of each Board of Directors election are announced. On-boarding training shall be designed to introduce the Society to new Board of Directors members, with a focus on procedures and aspects that are unique to the Society, as well as what the Society expects of Board members.
6. The Committee may recommend changes in the Conflict of Interest statement and policy to the Board of Directors, such changes to be subject to the approval of the Board of Directors. The Committee shall be responsible for collecting updated and signed Conflict of Interest statements (which are needed for Better Business Bureau accreditation) subsequent to each Board of Directors election, and for evaluating the statements and reporting any issues it considers important to the Board. The Conflict of Interest statements shall be distributed to the Treasurer, the Chief Executive Officer, and the Chair of the Board of Directors.

7. The Committee will, in cooperation with the relevant Officers, work to develop a succession plan for key volunteer positions, with emphasis on the Chief Executive Officer, Chief Operating Officer, Executive Vice President, Treasurer, Secretary, and Vice President of Development. The committee will make the details of this plan, and the qualifications of potential candidates, available to the Executive Committee for their consideration as soon as possible after the results of each Board of Directors election are announced. The Committee shall not engage in any evaluation of individual Officers, nor engage in campaigns to unseat current Officers.
8. The Committee shall not engage in any evaluation of individual Board members, and no form of 360-degree feedback shall be utilized. However, the Committee may consider the effectiveness of the Board as a whole, and report their findings and potential recommendations to the Board for action.
9. Specific sustainability matters that the Committee may include but are not limited to the state where the Society is incorporated, the location of the Society headquarters, evaluation of new and growing opportunities or risks to the Society, evaluation of the relevance of evolving governance practices to the Society and the best means of developing new volunteer leaders for the Society. Additionally, the Committee may examine trends in non-profit operations as related to governance, best common practices, law, taxation, hiring, investment management, and make recommendations related to these areas.

Section 10 - 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 11 - International Space Development Conference Committee: The ISDC Committee will be responsible for the high-level planning of the Society's Annual Conference as directed by the Chief Executive Officer, to whom the Committee reports. The ISDC Committee will recommend at the Board of Directors meeting two years in advance the proposed location, date, and theme for approval. In making such recommendations, the Committee shall follow the policy of the Society that the ISDC will be held in sequential rotation first in the Los Angeles area, then in the Washington DC area, and finally in an area suggested by the Committee before beginning the rotation again. Additionally, the ISDC Committee may recommend to the Board of Directors one or more candidates for the Chair of the ISDC. The ISDC Committee recommends high-level plans for the conference, while the ISDC Chair is responsible for developing the ISDC program, as well as ISDC operations. The Committee will work as necessary with staff, volunteers, chapters, and contract services as directed by the Chief Executive Officer.

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 Policy Committee: The Membership Policy Committee will be responsible for membership policies, including but not limited to categories of membership and membership rates. The Committee will have no more than nine voting members. The Director of Membership will be an ex-officio member of the Committee. The Committee will generally meet no more frequently than monthly. The Committee will have no operational

responsibility related to membership. 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 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 - Space Settlement Summit Committee: The SSS Committee will be responsible for the high-level planning of the Space Settlement Summit as directed by the Chief Executive Officer, to whom the Committee reports. The SSS Committee will recommend to the Executive Committee one year in advance the proposed location, date, and theme for approval. Additionally, the SSS Committee may recommend to the Executive Committee one or more candidates for the Chair of the SSS. The SSS Committee recommends high-level plans for the event, while the SSS Chair is responsible for developing the SSS program, as well as SSS operations. The Committee will work as necessary with staff, volunteers, chapters, and contract services as directed by the Chief Executive Officer.

Section 18 - 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 19 - 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: Each Standing Committee Chair is requested to provide a written report to the Board of Directors twice a year, two weeks before a meeting of the Board of Directors, to include (i) a summary of the activities of the Committee, (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 Board of Directors.

Section 2 - Officer Reports: Each Officer is requested to provide a written report to the Board of Directors twice a year, two weeks before a meeting of the Board of Directors, to include (i) a summary of the activities of the Officer, (ii) a summary of future activities that are pending or being planned by such Officer, and (iii) such other matters as the Officer believes should be brought to the attention of the Board of Directors.

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 - DIVERSITY AND GENDER

Section 1 - Diversity Statement: The National Space Society is committed to diversity in leadership, in membership, and in general support of our vision, mission, and values, and believes that diverse participation is critical to the achievement of successful and sustainable space exploration, development, and settlement. The 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 any of the characteristics listed in Section 2 below. 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 - Definition of Diversity: When used by the Society in any official document, diversity includes not just areas of often-protected status such as race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability and genetic information, but other areas including but not limited to:

- Parental status
- Marital/domestic partner status
- Physical attributes
- Being a current or former member of the armed forces
- Political diversity, including diversity of philosophical thought, and by participation in political parties
- Occupational diversity

- Differing styles of thinking and problem solving
- Social status, including caste
- Association with any person who belongs to any of these groups

Section 3 - 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 VII - 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.

Section 6 - Outreach: In terms of the operations of the Society, outreach is defined as any activity that involves communicating, marketing, advertising, educating about, promoting, or promulgating the vision, mission, and values of the Society. Recognizing that all Society activities involve an element of outreach, each Officer, Vice President, Director, Manager, Coordinator, Editor, and Committee Chair is responsible for outreach associated with their specific activities. Such outreach shall not be inconsistent with the branding standards established by the Vice President of Marketing.

POLICY VIII – MANAGMENT OF SOCIETY PROJECTS

A Society Project is any activity that does not fall under the purview of an existing Vice President, Director, Manager, Coordinator, Committee, or team that has substantial financial impact, and has sufficient complexity that it requires a leader with qualifying specialized skills dedicated to managing the activity. Society Projects are initiated via a vote of the Executive Committee. When a project is established, the enabling resolution must (1) name the project leader, (2) specify who the project leader reports to, (3) describe the funding sources, and (4) provide a high-level description and schedule for the project. Generally, larger projects will require more detailed project descriptions and review. Proposals for projects can be submitted by any member of the Executive Committee, or with the endorsement of any member of the Executive Committee, by any Director, Manager, Coordinator, Committee Chair, member of the Board of Directors, Society contractor or Society employee.

POLICY IX - 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](#)”