

Standing Orders

Central New Jersey Mensa

All Standing Orders effectuated prior to May 7, 2026 are hereby revoked.

Effective May 7, 2026, the following Standing Orders shall take effect:

1. CNJM fiscal year runs from April 1 to March 31 of the following year.
2. All bank signatories are authorized to prepay expenses related to CNJM publications, if applicable.
3. Proctors will be reimbursed for mileage at the current IRS allotted rate and any other actual testing expenses.
4. When CNJM events are subsidized by the chapter:
 - a. Such subsidies shall be approved by the Loc Sec, the Vice Loc Sec or the Treasurer. The host of the event may not also approve a subsidy.
 - b. Unless otherwise agreed to by the Board, non-CNJM Mensans shall receive approximately 50% of the subsidy given to CNJM Members. Non-Mensans shall not receive a subsidy.
5. The Local Secretary is authorized to expend up to \$300 annually, not exceeding \$100 per transaction, for minor operational expenses, with reporting at the next Board meeting.
6. The Treasurer shall pay expenses only upon receipt of appropriate documentation for expenses incurred in connection with CNJ Mensa duties.
7. Except for paid ads or ads supporting non-profits/not-for-profits (approved by 2 officers), official chapter publications shall not promote any event, which generates or has the appearance of generating a profit for any individual or for any group other than an official Mensa group or Mensa affiliate. (An "official Mensa group" is defined as any local Mensa chapter or organization, including SIGs, recognized by American Mensa, Mensa International, or the Mensa Foundation.)
8. For any appointed officer with an approved budget, approved event, or approved activity:
 - a. If the projected net cost of any individual event or activity is expected to exceed the approved budget for that event or activity by more than 10%, advance approval must be obtained from the Local Secretary, Vice Local Secretary, or Treasurer before additional expenses are incurred.
 - b. If the projected net cost of any single event or activity conducted under an officer's recurring programming or event series, including Program Officer activities or Gifted Youth activities, is expected to equal or exceed 20% of that officer's total approved annual budget allocation, advance approval must be obtained from the Local Secretary, Vice Local Secretary, or Treasurer prior to incurring such expenses.
 - c. Any officer serving simultaneously as the Local Secretary, Vice Local Secretary, or Treasurer may not approve their own activity, event, or expenditure, and must instead obtain approval from one of the other authorized officers.