

NSS CHAPTER RULES

(Last revised October 2023)

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

Section 2. Three or more voting members of the NSS (i.e. members who are eligible to vote) may submit to the Chapters Coordinator, for the purpose of recognizing a chapter of the NSS, an application on forms provided by the Chapters Coordinator. The application must be accompanied by a copy of the chapter's bylaws and any articles of incorporation. These documents must establish reasonably democratic procedures of governance, and purposes consistent with the purposes of the NSS.

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

Section 4. If the Chapters Coordinator determines that the documents comply with the requirements set forth and accepts the application of a new or existing organization, the Chapters Coordinator shall issue a Chapter Certificate to the chapter.

Section 5. National Space Society chapters must use a name which includes in it the term "National Space Society" or " , a chapter of the National Space Society". Chapters that operate in a defined geographic area will be encouraged to adopt names in the format of: Geographical Name + Space Society + a chapter of the National Space Society. Non-U.S. chapters may use the chapter name format with a variation of "a chapter of the U.S. National Space Society" as they prefer. Examples of reasonable names might be "Denver Space Society, a chapter of the National Space Society", or "National Space Society, Denver Chapter". Geographic descriptions should not refer to an area greater than that from

which members may reasonably be expected to travel for regular meetings (e.g., not Midwest Space Society, or Great Britain Space Society, or Eurasia Space Society). The existence of a chapter in an area in no way excludes the formation of new chapters in the same area. Chapters are encouraged to help form new chapters.

Section 6. A chapter may not act as a representative of the NSS in any capacity without permission of the Chief Executive Officer of the Society or their delegate. All letterheads, websites, social media accounts, YouTube or other videos, newsletters, telephone answering machines, statements to individuals, groups, and so forth shall clearly identify the source as a chapter, as opposed to the Society itself. The chapter shall use their NSS Chapter logo and may not use the NSS logo or NSS letterhead as part of chapter generated materials without written permission of the Chief Executive Officer or their delegate. The chapter must follow NSS branding guidelines as approved by the Executive Committee and provided to the chapters.

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

Section 8. Chapter Structures.

(A) A chapter shall have at least three principal officers and shall not allow any person to hold a principal chapter office (for example, chapter president, secretary or treasurer) unless such person is a voting member of the NSS.

(B) Any Chapter may choose to collect their own dues independently of the Society, or to not collect dues at all. In this case, only the principal officers of the Chapter are required to be voting members of the Society, but the Chapter may choose to require all Chapter members to be members of the Society.

(C) Any Chapter may adopt a model where (1) all Chapter members must also be members of the Society, (2) Chapter dues are greater than zero, (3) Society dues and Chapter dues shall be collected together via a mechanism provided by the Society, and (4) the Chapter must have a bank or similar account in the Chapter's name to receive the dues payments.

Section 9. Each chapter shall file an Annual Report with the Society within two months after the end of each calendar year. The report shall be made on forms provided by the Chapters Coordinator. A chapter shall also, on request of the Chapters Coordinator, provide a current copy of its membership list, with names and addresses. The Chapters Coordinator may revoke recognition of any chapter which fails to file a satisfactory Annual Report within six months after the end of the calendar year.

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

Section 11. A chapter may at any time elect to cease being a chapter of NSS by notifying the Chapters Coordinator in writing, thereby relinquishing all the privileges of being an NSS chapter.

Section 12. Incentives and Stipends.

(A) There shall be a program of incentives for chapters to recruit new members of the NSS. A one-time incentive payment will be made to a chapter for each new member of the NSS recruited by that chapter. The recruitment incentive for new members will be set at half the amount of the dues payments. The recruitment incentive will be distributed at least annually.

(B) All Chapters may receive a stipend on an annual basis. The stipend is calculated based on the number of Chapter members associated with that Chapter in the NSS membership system. The value of this stipend per member is determined by the Executive Committee from time to time, which may vary based on membership type as defined by the NSS membership system.

(C) All such recruitment incentives or stipends shall only be issued in the chapter's name, not the name of any individual, requiring the chapter to have a bank or similar account in the chapter's name. Such payments will not be sent unless the cost of sending them is less than 25% of the value of the payment; payments not sent for this reason are forfeit after the end of the year.

Section 13. The Chapters Coordinator may recommend that the Executive Committee terminate the status of a chapter in the NSS if they feel that this would be in the best interests of the Society. The Executive Committee may terminate a Chapter by majority vote. Such an action may be appealed to the Board of Directors.

Section 14. The Chapters Coordinator may elect to suspend some or all services and privileges to a chapter which is in material or substantial noncompliance with these rules. At such time as the Chapters Coordinator determines that the chapter has remedied its noncompliance, its rights to chapter services and privileges shall be reinstated.

Section 15. Any chapter that feels the Chapters Coordinator has treated them unfairly with regard to the Chapter rules may bring this grievance to the Executive Committee by reporting the problem to the Chief Executive Officer.

Section 16. This document may be amended only by a majority vote of the NSS Board of Directors.