

## **NATIONAL SPACE SOCIETY CHAPTER RULES**

(Last revised May 2024)

### ***Section 1. Director of Chapter Support.***

In accordance with the NSS Bylaws Article IV Section 3, a Director of Chapter Support shall be responsible for the operational aspects of Chapter support.

### ***Section 2. Chapter Status.***

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 officially recognized as such. Such official recognition shall be issued by the Director of Chapter Support and is valid from the date of its issuance until it is revoked or the Chapter has withdrawn or is terminated. Official recognition of a Chapter 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. Otherwise, donations to the Chapter are not tax-deductible and IRS regulations do not allow such Chapters to represent themselves as being able to receive tax-deductible donations. Chapters are also responsible for following any state tax laws or regulations. No Chapter may operate as a for-profit entity.

### ***Section 3. Application for Chapter Status.***

Three or more voting members of the NSS (i.e. members who are eligible to vote) may submit to the Director of Chapter Support, for the purpose of recognizing a Chapter of the NSS, an application on forms provided by the Director of Chapter Support. 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 4. Existing Organizations.***

An existing organization may apply to become a Chapter of the NSS, if it fulfills the requirements contained in these Rules. If a Chapter was incorporated as a separate group prior to becoming an NSS Chapter, and joined via an affiliation agreement, the terms of that affiliation agreement supersedes any conflicting parts of these Chapter Rules. If such a Chapter disaffiliates from the Society, it retains ownership of its assets.

### ***Section 5. Approval of Chapter Status.***

If the Director of Chapter Support determines that the application documents comply with the requirements set forth and accepts the application of a new or existing organization, the Director of Chapter Support shall issue an official recognition of the Chapter (a formal letter or certificate).

### ***Section 6. Chapter Names.***

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 7. Chapter Branding.***

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 8. NSS Exclusivity.***

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 Director of Chapter Support, 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 or having relationships with other organizations.

### ***Section 9. Chapter Structures.***

(A) All Chapters 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 is allowed to require some or all of its members to be members of the NSS.

(C) Any Chapter may choose to collect their own dues independently of the Society, or to not collect dues at all.

(D) Any Chapter may adopt a structure that includes all of the following: (1) all Chapter members must also be members of the Society, (2) Chapter dues are greater than zero and the same amount for all Chapter members, (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 10. Annual Reports.***

(A) 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 electronically via forms provided by the Director of Chapter Support, which for U.S. Chapters shall include a financial report and copies of any documents filed with their state. The annual report shall include a list of links to all chapter social media accounts, web sites, and video broadcasts. A Chapter shall supply as part of their annual report, and also provide on request of the Director of Chapter Support, a current list of the email contacts owned by the Chapter. The Director of Chapter Support may penalize (including possible revocation of recognition) any Chapter which fails to file a satisfactory Annual Report four months after the due date.

(B) If the Chapter uses email lists provided by other organizations, such lists shall not be sent to the Society without the written permission of the other organization. No Chapter shall have a privacy policy that prevents Chapter owned mailing lists from being shared with the Society. When the Chapter collects contact information, it should be communicated to the person providing the information that their contact information will be provided to both the local Chapter and the national organization. If a Chapter has collected contact information prior to the adoption of this version of the Chapter Rules, where the Chapter has promised that an individual's contact information would not be supplied to the national organization, the Chapter may continue to honor such prior commitment, but cannot make such commitment to new individuals after the date on which the Board of Directors of the Society approved this document.

### ***Section 11. Chapter Correspondence.***

In order to maintain good communications within the Society, each Chapter shall include an email address provided by the Director of Chapter Support in their email list for their communications to all chapter members.

### ***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. Also, if a Chapter provides to NSS a list of Chapter members or Chapter contacts who are not NSS members, and NSS recruits a member from this list, the Chapter will receive the normal recruiting incentive payment. 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. Withdrawing as a Chapter.***

A Chapter may at any time elect to cease being a Chapter of NSS by notifying the Director of Chapter Support in writing, thereby relinquishing all the privileges of being an NSS Chapter.

***Section 14. Termination of a Chapter.***

The Director of Chapter Support may recommend that the Executive Committee terminate the status of a Chapter in the NSS if the Director of Chapter Support feels 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. If a Chapter is terminated, all the privileges of being an NSS Chapter are removed.

***Section 15. Suspension of a Chapter.***

The Director of Chapter Support 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 Director of Chapter Support determines that the Chapter has remedied its noncompliance, its rights to Chapter services and privileges shall be reinstated.

***Section 16. Assets upon Dissolution, Withdrawal, or Termination.***

If a Chapter dissolves by its own choice, the assets of that Chapter should be transferred to the Society after payment of all debts and taxes owed by the Chapter. If a Chapter withdraws or is terminated for failure to file an annual report or for other violations of these Rules, but remains an entity (i.e. does not dissolve) that is no longer a Chapter and no longer uses the NSS name, no attempt will be made to recover the Chapter assets.

***Section 17. NSS Contact Lists.***

The Society may provide, on request from recognized Chapter officers, contact information normally consisting of email addresses and postal addresses for Society members located within approximately 100 miles of the location or locations where a Chapter meets. This section should not be understood to prevent Chapters from being closer together than 100 miles, or from overlapping in the areas they advertise to.

***Section 18. Event Promotion.***

If a Chapter wishes to recruit or advertise (such as events) on a national or international scale, the Chapter may request the Society to distribute the information on a national/international scale. All such requests will be reviewed to ensure conformity with the branding strategy of the Society.

***Section 19. Grievances.***

Any Chapter that feels the Director of Chapter Support 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 20. Amendment.***

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