

The Internal Organizations Committee

of the

National Speleological Society

How it functions.



Keith D. Wheeland
3/3/2009

POLICY FOR INTERNAL ORGANIZATIONS

(refer to act [64-14](#))

1. The purpose of the Internal Organizations of the National Speleological Society shall be to promote interest in and to advance in any and all ways the study of Speleology and to promote fellowship among those interested in it.
2. Internal Organizations may be chartered upon submitting the following documents to the Internal Organizations Committee:
 - A. An acceptable Constitution and Bylaws showing the date of adoption and signed by an officer of the new organization.
 - B. An application in duplicate bearing the signatures of the charter members indicating which are members of the NSS. In the case of regions and surveys this will include the names of charter member organizations.
 - C. A brief history of the organization.
 - D. Other information requested by the Internal Organizations Committee.
3. Every Internal Organization shall have complete freedom of action in its organization and fiscal policies, except that no Internal Organization shall engage in any activity which is detrimental to speleology, conservation, safety, or the best interests of the National Speleological Society. Such activity is sufficient cause for revocation of the organization's charter by the Board of Governors.
4. The membership of Internal Organizations should conform to the following requirements:
 - A. Membership in grottos or chapters shall consist of at least five members of the Society. Membership in regions shall consist of at least two active Internal Organizations. Membership in sections shall consist of at least ten members of the Society. To maintain active status a grotto must include at least five active NSS members with primary affiliation with that grotto.
 - B. Full membership in Internal Organizations shall be open only to members of the National Speleological Society.
 - C. Internal Organizations may, at their option, have members who are not members of the Society and who are limited to a year or less on this status. Non-NSS members of Internal Organizations may not hold office or serve on a governing body in the organization or count toward representation in the Congress of Grottos.
- D. "Student Grottos" and "[College Outing Clubs](#)", exempt from requirement B above, may be chartered at a recognized college or university. In addition to all other requirements and benefits in this policy, the following special requirements shall apply to Student Grottos and College Outing Clubs:
 1. Membership in either shall be open to Society members and non-Society members provided the latter are students, faculty, or staff members at the college or university with which the Student Grotto or College Outing Club is affiliated.
 2. At least five members of a Student Grotto or College Outing Club must be members of the Society. In the Student Grotto, all officers or members of a governing body of the Student Grotto must be members of the Society. In a College Outing Club, the caving chairman must be a

member of the Society and will be responsible for communication with the Society.

3. The formal name of a Student Grotto shall indicate that such organization is a Student Grotto (or Chapter).

4. The formal name of a College Outing Club meeting the requirements set forth herein may indicate that such organization is an Internal Organization of the National Speleological Society.

5. Regions and Surveys shall accept and retain as member organizations only Internal Organizations of the National Speleological Society or groups which intend to become Internal Organizations within a reasonable length of time. Regions and Surveys may include “cooperating organizations,” organizations not associated with the Society, which are not full members of the Region or Survey but which may take part in all its activities.

6. Each Internal Organization shall have the following responsibilities to the Society:

A. They shall submit an annual report to the Internal Organizations Committee, containing a list of the members of the organization that notes who is an NSS member and claims this organization as their IO, a list of the organization’s officers with their respective NSS numbers and mailing addresses, identify two organization members who are to be listed in the NSS Members manual as contacts, the mailing address of the organization, and whether copies of the organization’s publications are being submitted per Section C of this Paragraph. The committee may request additional information, but the completion of it must be labeled as optional. Reports must be submitted prior to a date set by the Committee.

B. In formal usage and in the event of incorporation, append to its name the words “... a Chapter (Regional Association, Speleological Survey, Special Section) of the National Speleological Society.” In the event that one of the above terms is used in the name, only the words “... of the National Speleological Society” need be used.

C. Two copies of each publication (if any) shall be submitted to the Society Library. At least one copy and preferably two copies shall be furnished to the Society Cave Files Committee, and it is recommended that one copy be furnished to the U.S. Geological Survey, Washington, D.C.

D. Each Internal Organization shall cooperate with the Society in establishing sound conservation and safety practices, and assist in or carry out other activities which further the purposes of the Society.

7. All Internal Organizations which comply with the provisions of this policy shall have the following privileges accorded to them:

A. Each Internal Organization shall, upon request, receive one copy of each issue of the NSS NEWS and the JOURNAL.

B. Internal Organizations shall be entitled to representation at the Congress of Grottos in accordance with established rules of that organization.

C. Any Internal Organization will be permitted a non-voting representative at any meeting of the Board of Governors for the propose of presenting or discussing matters relating to the organization.

D. Each Internal Organization shall receive the monthly administrative mailing.

E. Each Internal Organization may receive assistance from the Society such as cave location data, slide shows, library materials, and exhibition materials to aid in the activities of the organization.

8. Each Internal Organization shall be classified by the Internal Organizations Committee as being active or inactive. Active organizations will be those organizations which have fulfilled the requirements of paragraph 6. Only active organizations may receive the benefits listed in paragraph 7.

9. Occasionally a group may request a grotto or chapter charter in an area where a chapter already exists. The Society does not encourage the formation of additional chapters in an area where one already exists, so these applications will be handled according to the following guidelines:

Unless it is obvious that the new group has been in contact with the existing grotto(s), they will be referred to the existing grotto(s), and the existing grotto(s) will be informed of the inquiry from the new group. The new group will be informed of our reluctance to charter another grotto in the same area, and the existing grotto(s) will be asked to contact the new group and invite them to participate in their activities. If, after a reasonable time, the Internal Organizations Committee feels that the grotto chartering is justified, the chartering may proceed.

Footnote to 4-D: A College Outing Club is defined as any organization which regularly engages in more than one outdoor activity and which is recognized as a student activity by a college or university.

11-15-94

Administrative Duties

Periodically, the Operations Vice President (OVP) of the NSS will ask for a status report. The IO Committee Chair will prepare a draft report, and send it to other IO Committee members for their input. When it is sent to the OVP, the other I/O Committee members shall be included in the same email.

Each year the OVP will ask for a budget request. The IO Chair will prepare the budget and send it to the other IO Committee members for their input. When it is sent to the OVP, the other IO Committee members shall be included in the same email.

Each year the IO Committee Chairs will receive a request to submit all expenses to the NSS. The IO Committee Chair shall forward the request to the IO Committee members.

During the year, each IO Committee member shall keep accurate and detailed records of expenses that are incurred on behalf of the IO Committee. When the request is received to submit the expense report, gather the material, prepare the report, and forward to the NSS office. Maintain records, in case of an audit.

Detailed Responsibilities

- Process applications for new IOs and applications for reinstatements
- Respond to requests for improvements by interested parties; Continually improve upon the IO records process and Annual Report process.
- Improve ways for IOs to easily keep their records up-to-date
- Maintain an IO web site that explains in detail the processes for IOs.
- Keep IO related data up-to-date on the NSS server and NSS secure server
- Keep others who need to know informed about IO activities
- Communicate with IOs through a monthly IO INFO via e-mail, through the Forum on the NSS web site, and the *NSS News*
- Process Annual Reports in a timely manner and check compliance. Follow up.
- Provide the editor of the NSS Members Manual data pertaining to IOs and Affinity Groups
- Prepare an annual report for the NSS Librarian
- Review and offer improvements to IO constitutions and bylaws
- Maintain the IO Manual and update it on the IO website
- Conduct occasional polls concerning topics of interest to IOs and publish results
- With the permission of the NSS Office, prepare address labels for occasional mailings to IOs
- Prepare reports and placards as required by the Chair of the Congress of Grottos for the annual COG meeting.
- Be present at the BOG meetings at Convention when IO topics are on the agenda.
- Schedule and preside over an IO Roundtable at Convention, when considered appropriate
- Process IO deactivations and inform NSS members who have designated the I/O as their Primary Affiliation
- Maintain the IO email list and Supplementary list (for those who want to know)
- Offer improvements to the NSS regulations as they pertain to IOs
- Respond to questions concerning IO topics from others including the BOG
- Recruit new IO Committee members as needed and maintain the IO Committee mail list
- Maintain the IO Committee email list
- Maintain an email list for those who have asked to be notified when IOs have been chartered, deactivated, or reinstated.
- Maintain a file of paper folders for each IO

Committee Personnel

Keith D. Wheeland - Chair

- Processes applications for new IOs and reinstatements.
- Submits Committee budget to OVP
- Prepares periodic status reports for OVP
- Processes Annual Reports for Grottos, Regions, Sections, Surveys, and Affinity Groups
- Answers queries from IOs
- Responds to inquiries regarding sticky issues related to I/Os
- Reviews changes to existing IO constitutions and bylaws
- Keeps IO database up to date
- Maintains IO webpages
- Maintains IO Manual
- Prepares IO file for sending to the editor of the NSS Members Manual
- Sends IO Committee changes to the editor of the NSS Members Manual
- Maintains IO email address book and sends messages to IOs for interested parties
- Prepares a list and placards for the COG meeting.

Gary Bush

- Maintains IO Information page on the NSS website.

Eric McMaster

- Maintains interactive website where IOs can update their data and submit their Annual Report.
- Hosts the web site for accomplishing the above.

Esty Pape

- Prepares site map for NSS Members Manual showing locations of grottos.

IO Database - Concept

The IO records are maintained online by the IOs themselves. This concept is recognized within the Information Technology field as providing the highest amount of accuracy and reliability of the data. The IOs enter their data into the database throughout the year as changes occur within the IO. Since the Internet operates 24/7 this provides the greatest amount of flexibility for the IO. The data that is entered is used for the following purposes.

- Prepare, in real time, the online answer to those who click on “Find a Local Caving Club!” on the NSS website.
- Prepare lists, in real time, of Regions, Sections, and Surveys for those who ask for the information online.
- Prepare the data for the IO portion of the NSS Members Manual.
- Prepare sign-in sheet and number-of-votes placards for Congress of Grotto (COG) meeting.
- Determination of which IOs have submitted the IO Annual Report
- Prepare address books for emailing IOs.

Computer Software - IO Databases

The IO records are maintained in two Microsoft Access databases One, named IO.mdb, was developed by Keith D. Wheeland and is stored on his personal computer. In addition to IO data, it also contains some items that are used for management of the data.

A “shadow” copy of the IO data is stored on a server that is accessible to all IOs. It is named NSS_IO.mdb and was developed by Eric McMaster. It contains the “official” IO Officers table. The Officer table is linked to the IO “official” database. The web address for the NSS_IO database is www.nssio.org. IOs are responsible for updating their own data on the site.

The NSS_IO database is downloaded to Keith’s computer to update the “official” records and to access the Officer table. During the import, automatic checking and cleansing of the data occurs as data is moved into an intermediate table. This is followed by a manual check before the official IO database is updated from the intermediate table.

Special Procedures Section

This section contains detailed instructions for accomplishing certain tasks. It explains how to do the task and what portions of the computer, email, and web systems are used for the various steps.

New IOs:

The first step is to assess the situation and take the correct action when an inquiry is received asking about starting a new IO.

1. Is the applicant an NSS member?
2. Are there other similar IOs nearby?
3. Is this someone who is disgruntled with the actions of their current IO?

Always give encouragement to the formation of a new IO. Let the facts of the particular circumstance dictate the actions that the IO Committee should take. In a response, give information about existing grottos nearby, and suggest a tie-in. There are detailed instructions on the IO website for starting a new grotto.

Since most inquiries are received via email, the information that is sent to the requester should include the following:

1. Include the IO website address and applicable e-mail addresses. Ask the person to view the material on the IO website and then get back with questions.
2. Explain that the constitution and bylaws and IO history can be sent via email
3. Explain that only the actual application must be submitted on paper.

Some situations are best handled directly via e-mail.

When the IO application is received:

1. Review the form for completeness.

2. Check that potential members are NSS members in good standing
3. Review in detail the constitution and bylaws. (can be done in advance of application)
4. Suggest corrections and in some cases insist that certain items be included. Continue the process until you are satisfied with the resultant documents.
5. Poll existing grottos and Region within the area to determine whether there is any reason why the grotto should not be chartered.

When satisfied that everything is complete.

1. Assign a serial number and a password to the new IO.
2. Notify the applicant by email that the IO has been accepted and that you are forwarding the charter to the NSS President for a signature. Do not include the password in this email.
3. Send another email with the Serial Number and password and explain nssio.org
4. Send a formal letter of acceptance to the applicant and include one copy of the signed application.
5. Add an IO record for the new IO to the in-house database and to the online records at nssio.org.
6. Update the dropdown list of IOs and FTP to the IO site on the NSS server
7. Notify the IO and have them update the online record: explain Primary Affiliation and have their NSS members change their Primary Affiliation
8. Notify the NSS and other interested parties of the new IO or reinstatement.
 - The IO Committee members
 - The manager of the NSS office
 - The Cave Files Committee
 - Regional reps who have asked to be notified.

The notice shall include the name and Library address of the IO, the serial number of the IO, the primary state in which the IO is located (if applicable), and whether the IO wants to receive the News and Journal, and the NSS Membership Change Report.

9. Print a charter and attach the NSS seal.
10. Apply postage to a cardboard envelope (to protect the charter) addressed to the applicant.
11. Compose a welcoming letter from the President to the new grotto ready for the president's signature.
12. Place the charter, welcoming letter, and envelope in another envelope and send it along with a note to the NSS president. The NSS president will sign the welcoming letter and charter and forward them to the applicant.
13. Send a notice to the editor of the NSS news explaining the new IO or reinstatement

Reinstatement:

- Are the constitution and bylaws up-to-date?
- Is the IO aware of the latest requirements?
- Can they be expected to be viable for a number of years?
- Do they want to keep the same name of the prior inactive IO?

Finally approve or deny the reinstatement.

1. Activate and Update the IO on the in-house "official" database and on the online records at nssio.org.
2. Do steps # 6 through #8 above
3. Notify the IO by letter indicating the date of reinstatement.

Deactivation of IOs

There are two types of IO deactivations.

- 1) Voluntary deactivation by the IO
- 2) Deactivation taken by the IO Committee

Voluntary:

A representative of the IO will contact the IO Committee saying that they want to be deactivated. There is usually nothing the IO Committee can do except comply. The IO Committee shall offer help in order to keep the IO active. A copy of the correspondence shall be placed in the file folder of the IO.

Involuntary:

The IO Committee takes such action as necessary because of actions (or inaction) of the IO. The two most common reasons for deactivation are 1) failure to submit the annual report in a reasonable time after the posted deadline, and 2) less than five NSS members have designated a grotto as their Primary Affiliation.

In all cases, if there is still no action by the IO, then an email and a formal letter of deactivation shall be sent to the IO. The letter shall be addressed to the last known address of the IO. It shall include the reasons for deactivation plus any action the IO may take to stop the deactivation or to become reinstated. It shall include the steps that the IO must comply with to become deactivated, i.e., disposal of IO funds. Copies of all correspondence shall be placed in the file folder of the IO.

Further Action:

1. The IO Committee shall notify the following persons concerning the deactivation.
 - The IO Committee members
 - The manager of the NSS office
 - The Cave Files Committee
 - Regional reps who have asked to be notified

The notice shall include the name of the IO, the serial number of the IO, and for a grotto, the primary state in which the IO is located.

2. Post a notice on the NSS Forum
3. In the IO table, make the IO inactive.
4. Create a History record in the History table.
5. Update the IODATA.TXT file by removing the deactivated IO's record.
6. Upload the IODATA.TXT to the IO site of the NSS server.
7. Deactivate the IO on the nssio.org database
8. If the IO hasn't already done so, the IO Committee should consider sending a notice to each NSS member who has designated the IO as their Primary Affiliation. The notice shall include the fact that the IO has been deactivated and what options the NSS member has for changing their Primary Affiliation.
9. Notify the NSS person in charge of hosting IO websites.
10. Update the IO lists on the IO web site.

Update IO Records from www.nssio.org

1. FTP - Download the Microsoft Access database NSS_IO.mdb from the web site www.nssio.org to a folder other than the one that contains the official IO database onto home computer.
 2. Export IO data to an intermediate table, performing some automatic cleansing of data as it being exported.
 3. Visually check the data in the intermediate table to see if it passes data integrity standards; make appropriate editorial changes.
 4. Update the data in the Official database with the corrected intermediate table.
 5. Prepare a list of changes to be sent to the manager of the NSS Office. These include the following:
 - Change of IO Library Address
 - Change of IO phone number
 - Change of IO email address if the IO has requested the NSS Membership Change Report
 - A notice if the IO has changed its request for the NSS Membership Change Report
 - A notice if the IO has changed its request for either the *NSS News* or *Journal*.
4. Send the Changes Report to the NSS Office Manager.
 5. File the printed data sheet in the file folder for the IO.

Annual Report Processing

In the Administrative Letter for December, include a notice to IOs explaining how to submit the Annual Report.

Before the beginning of the report period, initialize the IO database to begin receiving Annual Reports for the new year. Use Utility tab and click on Reset Annual Report Flags. This will initialize the Constitution-Changed flag, the PubOK flag, the OffOK flag, and the CbyOK flag.

Respond to IOs who have forgotten their serial number and password. Also explain that the S/N can be found on the IO website. (Before giving out the password, check membership rosters to be reasonably sure that the person is acting for the IO they profess to represent.)

The system on nssio.org is set to send an email to the IO Committee Chair when anyone submits an annual report. If changes have been made, perform the steps above under “Update IO Records from nssio.org”.

During the IO Annual Report period, update the IO website (All_IOS.shtm) to reflect which IOs have submitted their Annual Report. Upload All_IOS.shtm to the IO website.

In the second week of January, send an email reminder to the IOs who have not submitted an Annual Report.

In the third week of January, send an email reminder to the IOs who have not submitted an Annual Report.

Immediately after the deadline, notify the stragglers once again. Send a letter to the IO. Make phone calls. Contact other persons within the IO. Check with Regions. Then consider deactivating the IO. (See Page 9).

IO File Folder

The IO Committee keeps a file which contains a folder for each IO. The hanging files are labeled using the Smead labeling system.

The Committee Chair received dozens of boxes of paper from the former Chair of the IO Committee. Anything pertaining to an active IO was placed in its folder. The former Chair had sent some material to the NSS archives in Huntsville, so some of the documents for an IO may be there.

When an IO goes to the nssio.org site and updates the record, a new data sheet for the IO is printed which includes the latest changes. The new sheet is filed along with the previous sheets in the folder. Thus the folder contains a snapshot of the IO each time a change is made. (See page 22 for a sample data sheet.)

Unless the documents are in the archives, you may also find the following: The original application to become an IO, copies of the constitution and bylaws, letters, newsletter articles.



One drawer of four.

NSS Members Manual Processing

Each year the IO Committee is responsible for providing information concerning IOs to the editor of the NSS Members Manual.

Currently there is a computer procedure which when activated will provide a text file which can be sent to the editor. It contains information concerning Grottos, Regions, Sections, Surveys, and Affinity Groups.

The computer program extracts information from the IO database and converts it into the proper format for the editor. (Utilities tab / Create Members Manual)

This program should be run as close to the editor's deadline as possible so that IOs can make sure their data is up-to-date.

As soon as the deadline is known, the IO Committee shall send a notice to the IOs through the email list. The notice shall indicate the date on which the data will be extracted. It shall explain how the IOs can make sure their data is up-to-date.

Usually the Member's Manual editor will request a test run of the information prior to the actual extract.

IO Email List

Each IO record has the capacity to store three email addresses. One for the IO itself and one for each of the Contacts. In addition there is a Supplemental email list that anyone can ask to be included on. This may include interested members of the IO and the person who wishes to be notified concerning the Annual Report. There are also persons on the list that the IO Committee wishes to be there, such as IO Committee members, the NSS Operations Vice President, and perhaps the NSS President, etc.

Whenever it is necessary to send a message to all IOs or to a subset of IOs, a text file is created from these addresses. The procedure may create multiple CSV text files because my current ISP only allows me to send a message with up to 98 addresses at one time. The text files are named ThunderX.CSV where X is a number to make the file name unique.

I create the ThunderX files and import them as address books into Thunderbird. There I use the address books to address messages.

Run the MainMenu/Email tab/Create Thunderboard Address Books to create the ThunderX.CSV files

Import the ThunderX.CSV into addressbooks in Thunderbird.

- 1) Create a new email.
- 2) Compose a message and a subject. I always begin the subject with NSS.
- 3) Copy/paste the addresses from the first text file into the "Bcc" field of the message.
- 4) Copy the message.
- 5) Send the message.
- 6) Create a new email.
- 7) Enter the Subject and paste message into the message field.
- 8) Copy/paste the addresses from the next text file into the "Bcc" field of the message.
- 9) Copy the message.
- 10) Send the message.
- 11) Repeat steps 6 through 10 as many times as necessary.

Special Requests

Sometimes there are special requests that come to the attention of the IO Committee. Usually this would be a request to email some message to IOs. Other requests are in the nature of lists or counts.

Each of these requests should be evaluated as to the appropriateness of the request.

- 1) Does the request benefit the IO?
- 2) Does the request benefit the NSS?
- 3) Are the IOs the proper audience for the request?

If the answers are positive, then the IO Committee may honor the request.

If the IO Committee cannot or will not honor requests, it shall notify the requestor of the reasons it cannot comply.

Primary Affiliation Procedure

This procedure places the Primary Affiliation count into the IO's record so that COG votes can be calculated. It creates a file of active NSS numbers so that officer status checking can be made.

Logon to NSS Server by clicking on desktop – nsskeith.rdp
On NSS Server desktop, depress START button - Select My Computer
From connections, select utilities
Click on NSSTRAK.BAT
Enter username and password
Change output to disk
Change name by changing month abbrev.
After file has been created, use Windows Explorer to find c:/temp
Find the file named above and drag and drop to d:/IOSTUFF on local computer
Log off NSS Server
Windows Explorer to IOSTUFF
Delete old EMRXXX.TXT
Change name of downloaded file to EMRXXX.TXT

Go to Access and click on Primary Affiliation tab on Main Menu.

The first step will create NSSMEMB and ALL_info tables.

The second step will update the Primary and COG vote fields in the IO table.

COG Meeting Placards

The IO Committee has been designated to prepare a placard for each active IO to be used at the COG Meeting that is held at the NSS Convention. Rather than prepare new placards each year, a label is prepared that has printed on it the number of votes for that IO. The label is applied over the previous number of votes allotted to the IO.

Immediately after the labels are printed, the number of votes is saved in the IO record. When it is time to prepare the placards, the IO records are updated with the Primary Affiliation counts. The system compares the current number of COG votes with last year's figure. If the two are different, a new label is printed. Then the labels are applied to the placards. New placards are printed for new IOs and those IOs who never returned their placard after the COG meeting.

The placards for IOs who are now inactive are removed. The placards are arranged in alphabetical order within types of IOs.

Along with the placards a sign-in list is prepared which contains the name of the IO and the number of votes allotted to that IO.

The placards and sign-in list are delivered to the COG meeting.

Checking the NSS Status for IO Officers

Each officer (governing board) of an IO must be a paid-up NSS member. Many IOs pay no attention to making sure their officers are NSS members even though there is a procedure in place on the NSS web site for checking the status. The NSS office also offers a service called the Membership Changes Report. IOs may request this service by checking off the item in the IO records at nssio.org.

Soon after the IO Reports are in for the year, the Primary Affiliation Procedure (see previous page) is run. This downloads a file containing the NSS number of current NSS members. The file of officers that the IOs submit is checked against this file to determine which officers are not NSS members. The email address for all IO that have non-NSS members as officers are collected and placed into an address book.

Besides this, a report is produced with a list of IOs and the name and NSS number that was entered into the IO record for the officer. This report is posted on the IO website, and a link from there established.

The resulting address book is imported into the email system. A message is sent to the IOs asking them to have their officers renew their NSS membership. Because individual emails cannot be sent that contain detailed information specifically for that IO, the message must include instructions for accessing the list of officers who are non-match to the NSS membership list.

Master Data Elements

Serial Number (6-digit): A number to uniquely identify the IO. When a new IO is chartered it is assigned the next consecutive number within its category. The first digit of the Serial Number indicates the category of the IO. Serial Numbers for IOs are assigned by the IO Committee. The codes follow.

- 0 - Grotto
- 1 - Region
- 2 - Survey
- 3 - Section
- 5 - Affinity Group (Not an IO, but maintained in the database.)

Inactive (Y/N): If this is Yes, there must be a date in Year-Ended.

Category (2-character): The category of the IO.

- GR - Grotto
- RE - Region
- SV - Survey
- SS - Section
- AF - Affinity Group (Not an IO, but maintained in the database.)

Name (35-character): The name of the IO. Names are suggested by the IO in the application process. The name is vetted by the IO Committee to make sure it doesn't conflict with other IOs (former and present), and that it is in good taste.

City (18-character): The city in which the IO was chartered. This is mainly for historical purposes.

State (2-character): The abbreviation for the State in which the IO was chartered. Two additional codes are allowed, **FO** for foreign, and **TG** for traveling grotto. These are used only to categorize IOs for sorting and listing purposes. They have no other meaning.

List-in (11-character): Up to four 2-character abbreviations for States in which the IO may be listed in the NSS Members Manual and the NSS web page. The states are separated by a dash. The first one listed must be the charter state. FO and TR are allowed only one entry. Example: PA-MD-DE

Year-began (4-digit): The year in which the IO was chartered.

Year-ended (4-digit): The year in which the IO was deactivated. This is always blank if the IO is active. If the IO has been deactivated and then reactivated later, the information is kept in the history table.

Reinstated (Y/N): Whether the IO was ever reinstated after being deactivated.

Update Date (8): The date the record was updated.

Publication (40-character): The name of the publication that is produced by the IO.

Want News? (Y/N): Does the IO want complimentary copies of the *NSS News*?

Want Journal? (Y/N): Does the IO want complimentary copies of the *Journal of Cave and Karst Studies*?

Membership Updates (E or blank): Contains an E if the IO wants a periodic report of the NSS membership updates sent to them via email. If an E, then there must be an email address for the IO.

Meeting (120-character) The place and time that the IO meets.

Password (7-character): The password for accessing the online records for the IO. It is assigned by the IO Committee at the time of chartering a new IO. It can only be changed by the IO Committee.

Primary (integer): A count, transferred periodically from the NSS records, that indicates how many NSS members have designated the IO as their Primary Affiliation.

COG Votes (integer): The number of votes allotted to the IO based upon the count in **Primary** as calculated by the formula devised by COG. (See page 19.)

OldCogVotes (integer): After the COG placards are produced for the year, the current CogVotes field is copied to this field. It is used to produce an adhesive label for those IOs who have a different number of votes than they did the year before. The labels are placed over the “number of votes” on the placards.

Description (100 characters): A description of the organization. Used currently only for Affinity Groups.

IO Address data elements

Home Name (30-character): The first line of the address for the IO. This field is used only if the IO gets its mail at the residence of one of its members. This line should begin with c/o followed by the name of the individual.

Home Street (30-character): The street address or box number of the IO. This field should be edited to include only abbreviations accepted by the U.S. Postal Service.

Home City (18-characters): The city or town of the IO.

Home State (2-character): The abbreviation accepted by the U.S. Postal Service.

Home Zip (10 character): The zip code assigned by the U.S. Postal Service or foreign entity.

Home Country (15-character): The country of the IO. It is entered only if it is not the United States.

Home Type (1-character): A code to indicate whether the address is D-domestic or F-foreign. Could be used for sorting purposes when printing address labels.

Home E-mail (45-character): The e-mail address of the IO.

URL (75-character): The URL of the IO web site. If the URL is hosted on the NSS web site, it should include the closing /. The entire URL should be entered beginning with http://.

Library Address data elements

The Library Address of the organization is that address to which the NSS will send mail, including complimentary copies of the *NSS News* and *Journal of Caves and Karst*.

Name (30-character): The first line of the address for the IO. This field is used only if the IO gets its mail at the residence of one of its members. This line should begin with *c/o* followed by the name of the individual.

Street (30-character): The street address or box number of the IO. This field should be edited to include only abbreviations accepted by the U.S. Postal Service.

City (18-characters): The city or town of the IO.

State (2-character): The abbreviation accepted by the U.S. Postal Service.

Zip (10 character): The zip code assigned by the U.S. Postal Service or foreign entity.

Country (15-character): The country of the IO. It is entered only if it is not the United States.

Contacts data elements

Contact-1 Name (30-character): The name of the primary contact for the IO.

Contact-1 E-mail (45-character): The e-mail address for Contact-1.

Contact-1 Home Phone (17-character): The home phone for Contact-1.

Contact-1 Work Phone (17-character): The work phone for Contact-1.

Contact-2 Name (30-character): The name of the second contact for the IO.

Contact-2 E-mail (45-character): The e-mail address for Contact-2.

Contact-2 Home Phone (17-character): The home phone for Contact-2.

Contact-2 Work Phone (17-character): The work phone for Contact-2.

Status or Annual Report data elements

Report Year (4-digit): The latest year for which the IO Annual Report has been received.

Submitted How? (1-character): A code to indicate how the annual report was submitted.

W - Via the Web

E - Via E-mail

R - Report on paper

Total Members (integer): The total members of the IO as reported by the IO.

Constitution or Bylaws Changed? (Y/N): A switch to indicate whether the constitution or bylaws were changed during the report year. If so, the IO must submit the change to the IO Committee.

Publication Count (integer): The number of issues of the publication that were published during the report year. This is used to prepare a report for the NSS Librarian.

Sent to NSS? (Y/N): A switch to indicate whether copies of IO publications were sent to the NSS Library.

Sent to Cave Files Committee? (Y/N): A switch to indicate whether copies of IO publications were sent to the Cave Files Committee.

Publication Comments (40-character): The reason why IO publications were not sent to the NSS Library or Cave Files Committee.

PubOK (Y/N): A flag to indicate that the submittal of IO publications is OK.

OffOK (Y/N): A flag to indicate that the officers are OK (current members of the NSS).

CbyOK (Y/N): A flag to indicate that the IO Committee has received a copy of any changed Const/Bylaws.

Submitter (25-character): The name of the person who submitted the annual report for the report year. This is used to contact the person should questions arise. It is provided by the Submitter.

Submitter NSS Number (5-digit): Used to uniquely identify the Submitter of the annual report. This is provided by the Submitter.

Status Date (8): The date on which the status (Annual Report information) was updated.

Web Master elements

These were asked to be included by the NSS IT Committee.

First name (30): Web master first name.

Last name (30): Web master last name.

NSS no: (5): Web master NSS number.

Phone (17): Web master telephone.

Email (50): Web master email address.

Officer data elements

These are stored in the Officers table in the NSS_IO database and are linked to the IO database as Officers1.

There may be multiple occurrences of the following fields, depending upon the number of officers in the IO.

Serial Number (6-character): The serial number of the IO.

Officer Name (30-character): The name of the officer.

Officer NSS Number (5-digit): The NSS number of the officer.

Officer Title (30-character): The position that the officer holds within the IO.

History data elements

These are stored in the history table, tblHistory.

A record is kept of changes such as the following:

- Deactivations
- Reinstatements
- Name changes

There may be multiple records for an IO. They consist of the following data elements:

Serial Number (6-character): The serial number of the IO.

Name (35-character): The name of the IO.

Began-date (4-digit): The date the IO was chartered or reinstated.

Ended-date (4-digit): The date the IO was deactivated.

Date changed (8): The date the record was changed.

Comments (50-character): The reason for the history record.

Supplemental Email List data elements

These are stored in the EmailSupp table.

Supplemental Email List: In addition to the email addresses for the IO and its two Contacts, an IO may want others in the IO to receive the official mailings from the IO Committee. This may include interested members of the IO and the person who wishes to be notified concerning the Annual Report. There are also persons on the list that the IO Committee wishes to be there, such as IO Committee members, the NSS Operations Vice President, and maybe the NSS President, etc.

Multiple records exist on the list. The data elements are as follows:

Email (45-character): The e-mail address.

Name (30-character): The name of the IO to which the email is associated or may be blank.

Serial Number (6-digit): The IO to which the individual belongs, where appropriate.

Person (20 character): The name of the person.

The IOOPTION.TXT file

This file is manually changed each time there is a new or reinstated IO, a name change for an IO, or a deactivation of an IO. The file is then uploaded to the IO Committee space on the NSS server to be used for dropdown lists for selecting Primary Affiliation on the NSS servers. (All IOs are on the dropdown list and are in alphabetical order.) The first text field is the serial number and name, the second text field is the name.

Some sample lines in IOOPTION.TXT are shown below.

```
<OPTION VALUE='000080 Bloomington Indiana Grotto'>Bloomington Indiana Grotto</OPTION>  
<OPTION VALUE='000111 Blue Grass Grotto'>Blue Grass Grotto</OPTION>
```

The tblInfo table

This file is used to store items that are helpful in running the application.

Report Year (4 characters): The current Annual Report Year cycle.

COG Report Year (4 characters): The Convention year for which COG votes were saved.

Last Key (integer): Last key that was processed on Access log from web updates. When covers update the online record a transaction log is kept and numbered. The system uses the log to determine where to begin processing records that were updated since the last update.

Key Before (integer): Previous Key before Last key. This is used as insurance in case there was a problem during the current processing.

Report Begin (date): Beginning date of IO Reporting period. This is used to determine whether to update the Report Year information in the IO table.

Report End (date): Ending date of IO Reporting period. This is used to determine whether to update the Report Year information in the IO table.

Report for Year (4 characters): Used in processing.

My Folder (50 characters): The address of the folder where this process is stored.

Web Folder (50 characters): The address of the folder where the IO database from nssio.org is downloaded into.

Logo

A logo, developed by Keith D. Wheeland in 2001, is available for use by the I/O Committee. It is usually accompanied by text spelling out NSS and I/O.



COG Votes Formula

PRIMARY	VOTES
5-15	2
16-25	3
26-35	4
36-45	5
46-55	6
56-65	7
66-75	8
76-85	9
86-95	10
96-105	11
106-115	12
116-125	13
126-135	14
136-145	15
146-155	16
156-165	17
166-175	18
176-185	19
186-195	20

