I. MISSION STATEMENT

A. The National Speleological Society (NSS) is a non-profit membership organization dedicated to the scientific study of caves and karst; protecting caves and their natural contents through conservation, ownership, stewardship, and public education; and promoting responsible cave exploration and fellowship among those interested in caves.

II. MEMBERSHIP - DUES

A. Applications for membership must be accompanied by payment of dues or a life-membership fee. Applicants must signify that they support the goals and conservation policies of the society.

B. The Board of Governors, by 2/3rds vote, shall establish membership classes. The Board of Governors shall define the rights, privileges, and responsibilities of each membership class. Notwithstanding the rights and privileges of any membership class so established, the right of a member in good standing, 18 years of age or older, to vote or hold office in the Society, serve on Society committees, and to serve on the Board of Governors, shall not be restricted in any manner.

C. The Board of Governors, by 2/3rds vote, shall establish dues and payment plans for each membership class, and other fees as shall be needed to implement this bylaw.

D. The Board of Governors, by majority vote, may provide special recognition for Members who elect to be so recognized in exchange for additional fees, as set by the Board of Governors.

E. A serial number will be assigned to each member at the time of admission to the Society. Upon granting a request for reinstatement of a former member his original membership number will be reinstated.

III. AWARDS - GRANTS

A. The Board of Governors, or committee, or individual, to whom the Board has delegated the responsibility, may select recipients for awards and grants as specified in the Acts of the Board.

B. An award is defined as a tangible or intangible recognition and appreciation for past actions of the recipient. A grant is defined as an amount of money given to a recipient to assist future actions and may have its use restricted by the Board of Governors as specified in the Acts of the Board.

C. Honorary Membership is awarded by the Board of Governors to an individual for outstanding contributions to the field of speleology. Only one Honorary Membership may be awarded each year.

D. William J. Stephenson Outstanding Service Award is conferred by the Board of Governors to an individual member in recognition of outstanding service to the Society and its goals. Only one Outstanding Service award may be conferred each year.

E. Fellows are individual members of the Society who have been so designated by the Board of Governors for service over a number of years to the Society or the goals of the Society in speleological research, exploration, conservation, or administration. The number of fellows shall not exceed fifteen percent of the total Society membership.

IV. ASSESSMENTS – GIFTS

A. No special assessment may be made against the members of the Society. Voluntary contributions may be solicited by the Board of Governors for specific purposes.

B. Gifts and bequests may be made to the Society in any form or amount and for any use compatible with the purposes of the Society. The Society may transfer such gifts and bequests, or any other of its funds or property, to the National Speleological Foundation to be administered for the benefit of the Society.

C. Members and nonmembers may be charged for Society publications not included with their memberships, for attending Society events, and for using its property, library, and

other resources and data.

V. BOARD OF GOVERNORS

A. The Board of Governors is responsible for:

1) The long term strategy and direction of the society
2) Hiring of the Executive Director
3) Oversight of the operational components of the society

B. The Board of Governors consists of twelve to fifteen directors. The directors serve three year terms. On July 1st 2024 the currently seated directors compose the entirety of the board.

1) Each year, three directors are elected by a vote of the membership. Those directors take office at the start of the *summer meeting* of the Board as defined in IV.E.3). A tie for third place must be broken by an immediate ballot of those sitting directors who are not tied for third place.
    a. Ballots will be sent only to members in good standing, who have paid their dues and are eligible to vote. New members joining after the mailing of the ballots will not receive them.
    b. The number of votes cast for each candidate determines which are elected for three-year terms and which for shorter terms to fill vacancies. In the event of ties for the shorter terms, they are broken by an immediate ballot of directors, excluding any under interim appointment or any tied for third place.
2) Each year, one director is appointed by the sitting board by a majority vote at the spring meeting. The nominating committee surfaces candidates for this as per V.B.4. That director takes office at the start of the *summer meeting* of the Board as defined in IV.E.3).
    a. On July 1st 2024 the board appoints an interim director to an initial term ending at the start of the next *summer meeting* of the Board as defined in V.E.3).
    b. On July 1st 2024 the board appoints an interim director to an initial term ending at the start of the next *summer meeting* of the Board after the 2025 summer meeting as defined in V.E.3).
    c. On July 1st 2024 the board appoints an interim director (Finance) to an initial term ending at the start of the next *summer meeting* of the Board after the 2026 summer meeting as defined in V.E.3).
3) Once seated, all directors have the same rights and responsibilities regardless of whether they were appointed or elected.
    a. In the event that one or more vacancies develop, the Board must appoint interim director(s) to fill those vacancies. The interim director fulfills the remainder of the vacating director's term.

4) Candidates for director are selected from among eligible Society members by a Nominating Committee of at least three members, appointed annually by the Chair of the Board and approved by the Board.
    a. Any eligible member may be nominated by a petition signed by twenty-five members eligible to vote.
    b. The ballot for electing directors must provide for write-in votes.
    c. An incumbent completing two contiguous full terms, as director, is not eligible to run for reelection for one full term. Persons ineligible to run for reelection shall not be appointed to Director vacancies under Bylaw

Section V.B.(3)(a) nor as proxies under Bylaw Section V.E.(5)

d. The deadline for receiving ballots shall be no later than thirty days before the elected directors will take office. Ballots shall be made available to voting members at least forty-five days before the deadline for receiving ballots.
e. An announcement shall be published in the NSS NEWS, and otherwise distributed to all voting members, at least forty-five days before the deadline for receipt of nominations. The announcement shall identify the nominating committee, state the number of positions to be filled and the term of office of each, solicit suggestions for candidates, and state the procedure and deadline for nominations.

C. No member may serve simultaneously as a director and as a direct report to the Executive Director.

D. The Board elects a Chair from among themselves to preside over meetings of the Board.
1) The Chair of the Board (COB) directly manages the Executive Director (ED).

E. Board of Governors Meetings
1) The Board of Governors may be convened by action of the Board, by the Chair of the Board, or by petition of at least one third of the Board members.
2) The Chair of the Board, or a Board member they designate presides over meetings of the Board.
3) There is an annual meeting of the Board of Governors at each annual convention, which must be divided into an opening session on the first day of the convention, an adjourned session near the end of the convention, and such special sessions as are called by the Chair of the Board. This meeting is known as the Summer Meeting.
4) Directors must be forwarded notice at least two weeks in advance of meetings of the Board of Governors.
5) Any member of the Board may appoint a proxy to speak and vote for them at a meeting of the Board of Governors. The proxy must be a member of the Society who would be eligible to serve on the Board of Governors. The proxy may act at one meeting for only one director or officer. The Chair of the Board must be notified of such proxy appointment prior to the meeting, or the proxy should file written authorization from their principal at the time of the meeting. The authorization should state whether or not discretionary voting powers have been given to the proxy.
6) Department Heads may attend each meeting of the Board of Governors and have the privilege of speaking on matters relevant to the committee's function but have no vote.
7) A group of members chartered by the Society (an Internal Organization) has the right of sending a representative to a meeting of the Board of Governors for the purpose of presenting or discussing matters relating to the group.The representative has the privilege of speaking on matters relevant to the committee's function but has no vote.
8) Any member of the Society may attend meetings of the Board of Governors and may be granted the privilege of the floor at the discretion of the Chair of the Board or their designee, but has no power to vote.
9) Special meetings of the Board of Governors may be called at such times and places as approved by the Board of Governors. The entire membership must be sent notices as to the date, place, and purpose of any such meetings at least two weeks in advance thereof.

F. Actions of the Board

1) Robert's Rules of Order, as Newly Revised, governs procedures of the Board of Governors. It is the parliamentary authority for the Board of Governors.
2) Each action approved by the Board of Governors that serves to establish new policies, to revise the governing body, or to establish new administrative procedures will be designated as an "Act." Longer acts may be referred to as appendices and stored at the bottom of the document, but are still full acts in all their power and effect. The Chair of the Board or their designee maintains a record of all Acts. The record is made available to at least all members of the Society.
3) If three percent (3%) of the voting members of the Society have signed a petition within a 13-month period requesting a referendum on a proposed Act, the Act must be submitted to the voting membership along with the next NSS election of Directors that has a deadline for nominations of at least 30 days after the signed petition has been given to the Chair of the Board of Governors, unless the Act has been approved by the Board of Governors since the circulation of the petition. If the proposal receives a majority favorable vote of ballots returned and marked concerning the proposed Act, the Act will become effective when the elected Directors are seated.

G. Removal

1) Directors may be removed from office for cause by disciplinary proceedings with a formal hearing by the Board of Governors as provided for in the parliamentary authority.
2) Directors may be removed from office at the pleasure of the membership by a recall vote. If three percent (3%) of the voting members of the Society have signed a petition within a 13-month period requesting a recall vote on a specific Director, and the petition has been given to the Chair of the Board 30 days prior to the annual NSS election of Directors, the recall proposal shall be placed on the ballot. A majority of those voting shall prevail.
    a. A recall vote is not placed on the ballot if the director's term is expiring whether or not they are running for re-election.
3) A Director who fails to participate, in-person or remotely, in two out of three successive Board of Governors meetings may be removed from office by a 2/3 majority vote of the Board of Governors.

VI. EXECUTIVE DIRECTOR

A. The Executive Director is responsible for all operational components of the society.

1) The Executive Director is a full-time paid employee of the society.
2) The Executive Director reports to the Board of Governors but is managed directly by the Chair of the Board. They are hired by the Board.
3) Executive Director candidates are identified by the Nominating Committee. The use of a recruitment firm is encouraged. A sufficient number and quality of candidates must be presented.
4) The final step in hiring is accomplished through board action requiring approval by a majority of board members.
5) Executive Director compensation is set by the board.

B. The Executive Director proposes a budget to the Board on an annual basis. The Board then approves or modifies and approves that budget.

VII. PERMANENT DEPARTMENTS, COMMITTEES, AND COMMISSIONS

A. Permanent departments and commissions shall be established to accomplish the work of the Society. These entities comprise the operational arm of the society.

1) Departments and Commissions report to the Executive Director.
2) An organizational chart is maintained by the Executive Director. Board approval is required for changes to the organizational chart at the department level or above.

B. Any questions of conflicting jurisdiction of departments or commissions shall be resolved by the Executive Director.

C. [COMMISSIONS]The duties of each commission are to study, promote interest in, and work toward the advancement of all matters pertaining to its field of activity.
1) The chairs and members of permanent commissions are appointed by the Executive Director with the approval of the Board of Governors. Commissions may appoint committees to accomplish the work of the commission.

D. Departments
1) The managers of the permanent departments are appointed by the Executive Director with notification sent to the Board of Governors. Each manager shall promote the activities of the department and select the personnel unless otherwise directed by the Executive Director.

E. COMMITTEES
1) Committees are organizational work structures formed of board members and non board members to support the fundamental purposes of the board. They report to the Chair of the Board.
2) Committee chairs are appointed by the Chair of the Board and confirmed through a majority vote of the board.
3) The Nominating Committee is responsible for overseeing search activities conducted by a recruiting firm for candidates for Executive Director when a vacancy occurs. The nominating committee manages the NSS director election process
4) The Bylaws committee is charged with keeping the published Bylaws current. They consider all proposals for bylaw revisions and report upon them to the Board to ensure that all bylaw proposals are consistent with the Articles of Incorporation, the statutes of the state of Alabama, and the Constitution of the Society, or to recommend action necessary to create such consistency. They ensure that new acts of the board are not in conflict with the bylaws and constitution.
5) The Financial Review Committee assists the board in fulfilling its oversight responsibilities relating to: (i) the integrity of the Society's financial statements, (ii) the Society's systems of internal control, (iii) the independence and performance of the external and internal review functions and (iv) the Society's compliance with legal and regulatory requirements.
6) The Strategic Planning Committee leads and facilitates, for the Board, the development and maintenance of a comprehensive strategic plan for the future of the NSS. Strategic Plans are approved by the Board of Governors.

VIII. CONVENTIONS - GROTTOS CONGRESS - SPECIAL MEETINGS

A. An annual convention is held at a place and time approved by the Board of Governors. A notice of the annual convention must be forwarded to all members at least one month in advance of the date thereof.

B. There must be a congress held, at least once a year, for the purpose of affording the membership an opportunity to present their views on all problems relative to the operation of the Society. It is conducted according to formal rules adopted by the

Congress.

1) The Congress must provide for representation of both internal organizations and individual members.
2) The Congress has the power to pass resolutions; which resolutions must be considered by the Executive Director before the next Board of Governors meeting. The Executive Director's report for that meeting shall discuss the resolutions.
3) The Congress meets at the annual convention and at such other times as its rules may provide.

C. Special meetings of the Society may be called at such times and places as approved by the Board of Governors. The entire membership must be sent notices as to the date, place, and purpose of any such meetings at least two weeks in advance thereof.

IX. INTERNAL ORGANIZATIONS

A. Internal organizations are groups that have been chartered by the Society to further promote the purposes of the Society. The privileges and responsibilities of internal organizations, as well as the criteria by which they are chartered, shall be as set forth in the "Policy for Internal Organizations", as approved by the Board of Governors.

1) A chapter (Grotto, Student Grotto) is an internal organization made up of individuals who reside in the same general locality or who cave together and maintain community by means of electronic or other communications.
2) A Regional Association (Region) is an internal organization made up of individuals and organizations in a general geographic area.
3) A Speleological Survey (Survey) is an internal organization made up of individuals and organizations engaged in gathering speleological data in a general geographic area.
4) A Special Section (Section) is an internal organization made up of individuals involved in a common study or interest related to speleology.

X. PROPERTIES

A. The Society may acquire real and personal property, including equipment, literature, and other materials for use by and on behalf of the membership.

B. The Society may act as an agent on behalf of any member in the transfer of rights affecting photographs, literary compositions, and other speleological material under conditions approved by the Board of Governors

XI. PUBLICATIONS

A. The Society will issue and distribute regular publications consisting of a JOURNAL and NEWS and is empowered to issue and distribute special publications subject to regulations governing the subject matter, publication dates, sales, and distribution as prescribed by the Board of Governors.

B. Copies of publications issued by internal organizations will be made available to members of the Society upon payment of the requisite subscription fees, and additional copies will be distributed as prescribed in the "Policy for Internal Organizations".

XII. LIBRARY

A. The Society will maintain a library of speleological subjects and topics for use of members including technical publications, textbooks, charts, maps, photographs, prints, reprints, transparencies, periodicals, both domestic and foreign.

XIII. DISCIPLINE OF MEMBERS

A. A member not exempt from paying dues shall be automatically dropped for failure to pay.

B. By a two-thirds vote, the Board of Governors may expel or discipline a member for disregard of accepted safety or conservation practice or the rights of a cave owner or for other conduct detrimental to the Society. A member subject to expulsion is entitled to a

private hearing before the Board.

C. Members may be disciplined by the Board of Governors by measures short of expulsion. Other disciplinary measures include but are not limited to censure, suspension, restriction of privileges including attendance at certain activities, abrogation of *good standing*, and revocation of awards.

D. Disciplinary procedures including hearings shall be carried out as described in the most recent edition of Robert's Rules of Order Newly Revised. The Board shall ensure that the Accused is informed of all rights and procedures.

E. The NSS shall have a code of conduct. Changes to the code of conduct must be approved by the Board of Governors

XIV. AMENDMENT OF THE BYLAWS

A. These bylaws may be amended only by:

1) Unanimous approval of those present at a Board of Governors meeting at which three quarters of the Board members or their personally appointed proxies are present; or
2) Presenting the proposed amendments in writing to the Board of Governors at least one meeting prior to their consideration, or by mail to each member of the Board at least one month prior to their consideration, and approval of two thirds of the Board members or their personally appointed proxies present at the next Board meeting. Under the above two procedures only minor changes of language from that presented may be allowed at the time of adoption.
3) If 5 percent of the voting members of the Society have signed a petition within a fifteen- month period requesting a referendum on a proposed amendment to these Bylaws, the amendment must be submitted to the voting membership along with the next NSS election of directors that has a deadline for nominations at least thirty days after the signed petition has been given to the Chair of the Board, unless the proposed amendment has been previously approved by the Board of Governors as provided above. If the proposal receives a two-thirds favorable vote of ballots returned and marked concerning the proposal the amendment will become effective when the elected directors are seated.

XV. DISSOLUTION

A. In the event of dissolution, the assets of the organization shall be distributed to the National Speleological Foundation. However, if the National Speleological Foundation is not then in existence or no longer is a qualified distributee or unwilling or unable to accept the distribution, the assets of the organization shall be distributed as may be determined by the Board of Governors or by a court of competent jurisdiction upon application of the Board of Governors to a fund, foundation, or corporation organized and operated exclusively for scientific or educational purposes which would then qualify under provisions of Section 501(c)(3) of the Internal Revenue Code as they now exist or hereafter may be amended.

Still Change Legal Review Already Changed or no change Delete

ACT SECTION 01 --- OFFICERS

01-009 Hiring 4-2-49
Officers are empowered to hire part-time help.

01-287 Executive Committee 11-09-13:22, 10-22-11:14, 07-27-07:19, 03-17-07:18, 07-12-99, 11-16-74

The Executive Committee (EC) comprises the officers of the Society with the President as Chairman. The Executive Committee will meet at its discretion to conduct such business as is authorized by the Board, and any other business necessary to the functioning of the Society as authorized by the bylaws. The president shall report to the Directorate any formal actions taken by the Executive Committee.

Aside from Society officers and the Chief Accounting Manager, attendance at EC meetings will be at the invitation and discretion of the President. The President shall invite the chair- man of the directorate or their representative to attend EC meetings

01-443 Regional Meeting Attendance 6-27-86, 3-23-85

Officers and Directors shall attend local and regional caving events whenever possible as official representatives of the NSS.

01-504 Indemnification of Directors and Officers 06-13-22:17, 11-07-92

The Society shall, except as hereinafter limited, indemnify any officer or director of the Society who is made a party, or who is threatened with being made a party, to any action, suit or proceeding, whether civil or criminal in nature, in any court of law or equity or in any binding arbitration wherein the results can be enforced by legal or equitable action, provided that such suit, action or proceeding is reasonably related to any act or omission or alleged act or omission arising through, from or because of status as an officer or director of the Society. It is the intent of this resolution of indemnification that both the expense of defense, including attorney fees, and any liability for the payment of judgment, order or decree shall be the subject of the indemnification herein contemplated. This obligation of indemnification shall apply to officers and directors and to former officers and directors for acts or omissions or alleged acts or omissions arising during their term of office. The obligation shall apply to any heir, devisee or legatee of any director or officer or former officer or director to the same extent that it would have applied to such person were they alive. This obligation of indemnification shall not apply if it is established in any final judgment, decree or other adjudication that the acts giving rise to the action, suit or proceeding were done in deliberate bad faith, were deliberately dishonest or resulted in any financial gain, profit or advantage to the person indemnified, or though whom the person indemnified derives this right of indemnification, was not legally entitled. This obligation

of indemnification shall not extend beyond the amount of the limits and limitations of any policy of insurance which the Society maintains to insure against liability arising under the obligations contemplated by this resolution of indemnification. For the purpose of this board act, “officer” refers to all officially appointed positions of the NSS.

01-513 Secretary-Treasurer Elect 03-15-14:13, 04-17-93

The Secretary-Treasurer shall be elected at the fall meeting of the Board of Governors, to take office at the beginning of the spring meeting of the Board of Governors. The Secretary-Treasurer elect is not an officer of the Society, and has no formal authority by virtue of hold- ing that position. The Secretary-Treasurer elect shall receive a copy of all current Society fis- cal records and regular updates.

01-618 Secretary-Treasurer Responsibilities 07-18-16:14, 07 27-07:34, 08-07-98

The Secretary-Treasurer (S-T) is the Society’s chief financial and record keeping officer and shall ensure the Society’s finances are managed in a fiscally responsible manner. The S-T is responsible for investing NSS funds and the S-T and at least one other officer or the Office Manager shall have signature authority on all NSS accounts. The S-T is responsible for estab- lishing the Society’s accounting and financial processes and managing their implementation in accordance with policies established by the Board of Governors so as to allow for an inde- pendent audit by a certified public accountant. The S-T is responsible for managing the pro- cess by which the entire EC assumes responsibility for both the income and expense side of the budget. The S-T is responsible for preparing estimates for dues income and other items which do not fall within a specific department. All such estimates will be provided to the en- tire EC for peer review with associated backup data. The S-T is responsible for presenting a budget to the Board of Governors for approval based on a consensus of the Executive Com- mittee.

The S-T shall support the other officers and the Board of Governors by providing timely re- ports of the Society’s financial activity and status, certifying corporate documents as Secre- tary, filing corporate returns including annual reports and tax returns when required, and en- suring original corporate documents are stored in a safe deposit box. The S-T is also responsi- ble for managing committees assigned to the S-T department by the Board of Governors.

National Speleological Foundation reports to the NSS shall be included in the S-T’s report as an attachment and posted under a distinct subject heading on the website Member Portal un- der Fiscal Information.

01-650 Operations Vice President Responsibilities 03-18-00

The Operations Vice President (OVP) serves as a member of the Society’s Executive Com- mittee and is primarily responsible for the NSS Office in Huntsville, Alabama, and oversees its operations. The OVP delegates the day-to-day operation of the office to the Office Man- ager and staff. The OVP is responsible for the NSS Bookstore and establishes policies and procedures for marketing, merchandizing, sales, advertising, and promotions. The OVP works

with the Secretary-Treasurer (S-T) to develop and manage the department's budget to ensure fiscal responsibility for the NSS Office and committees within the OVP department. The OVP is also responsible the managing committees assigned to the OVP department by the Board of Governors. The OVP carries out other duties as may be delegated by the Board of Governors.

01-651 Executive Vice President's Responsibilities 03-18-00

The Executive Vice President (EVP) serves as a member of the Society's Executive Committee and is primarily responsible for the NSS periodical publications, research, science, exploration and special publications branches of the Society. The EVP works with the Secretary-Treasurer (S-T) to develop and manage the department's budget to ensure fiscal responsibil- ity for the publications and committees within the EVP department. The EVP is also respon- sible for managing committees assigned to the EVP department by the Board of Governors. The EVP carries out other duties as may be delegated by the Board of Governors.

01-652 Administrative Vice President Responsibilities 03-18-00

The Administrative Vice President of the NSS is a member of the Executive Committee. The AVP has responsibility for managing the Society's cave management, conservation, and education activities. At any one time, the AVP is overseeing the activities of committees, commissions (the National Cave Rescue Commission and the Vandalism Deterrence Reward Commission), and upcoming NSS Conventions. The AVP has responsibility for working with Federal agencies having cave management responsibilities; e.g., the U.S. Forest Service, Bureau of Land Management and the National Park Service, in matters dealing with cave management, cooperative endeavors, and cave conservation. The AVP is also responsible for oversight of the NSS' Cave Preserves and its Conservation Task Forces. The AVP works with the staffs of NSS Conventions to ensure that NSS policies are followed and that the Conventions are properly planned, managed, and financed. The AVP also works with the National Coordinator of the NCRC to coordinate NCRC and NSS activities and to provide sup- port to the NCRC as needed. Finally, the AVP works with other members of the Executive Committee to manage the NSS, coordinate responsibilities of the NSS officers, and to prepare the annual NSS budget.

01-653 President Responsibilities 03-18-00

The President of the NSS is a member of the Executive Committee. The President has responsibility for managing the Society's business; fund raising; membership retention; public outreach; liaison with government, international organizations and other organizations with goals that overlap those of the Society; and as the Society's point person for the members and for the public. The President is responsible for the agenda for and conducting the meetings of the Board of Governors and the Executive Committee. The Secretary to the Board, the Recording Secretary, and the By Laws, Logistics, Board Arrangements, (Society) Planning, and Nominating (for Director Elections) Committees are within the President's Department. The President oversees the Fund Raising and Public Relations committees of the Society. The liai-

son with outside organizations is handled through the Government, Show Caves, The Nature Conservancy, and Youth Group Liaison committees within the President's Department. The President is also responsible the managing any other permanent and ad hoc committees assigned to the President's department by the Board of Governors. The President also communicates to the membership through periodic columns in the NEWS. Finally, the President works with other members of the Executive Committee to manage the NSS, to coordinate responsibilities of the NSS officers, and to prepare the annual NSS budget

01-699 Executive Committee Communications 04-07-01

The Chairman of the Directorate shall be copied on communications between the entire Executive Committee.

01-950 Authorization to Hire and Accountant 06 17-19:22, 23

The Secretary-Treasurer has the authority to hire an accountant or bookkeeper at a cost of

$2,000 per month to review and reconcile our accounts, and to provide advice when any problems are identified until such time as the position of the Chief Accounting Manager is filled by an individual who is competent to carry out these responsibilities; and $15.000 will be added to the 2019-2020 Fiscal Year Budget for this expense. This Act will expire at the end of the 2019-2020 Fiscal Year.

Cross References
15-020 Bonding of Treasurer 16-067 Fund Transfers
16-068 Charges Against Accounts 16-083 Budget Period
16-439 Defrayal of EC Meeting Costs Appendix C National Speleological Foundation Section 9 Executive Policies

ACT SECTION 02 --- DIRECTORS

02-072 Director Eligibility 02-02-57
Only members who are current in dues and eligible to vote will receive ballots. New members admitted to the Society after the ballots are mailed will not receive ballots.

02-403 Director Elections 07-01-88, 02-20-88, 08-07-87, 06-27-86, 06-28-85, 07-01-83

The Nominating Committee shall conduct NSS Elections in accordance with the Policy for Conduct of NSS Elections. (Appendix X)

02-821 Elections 07-20-09:10

Once ballots are <<sent>> >>mailed<< in a Board of Directors election, any official statements or announcements by the NSS regarding candidates or the election shall be communicated to the membership only by the <<Chair of the Nominating Committee>> ~~>>President<<~~.

02-948 Director Annual Report 06-17-19:17

The Chair of the <<Board>> ~~>>Directorate will<<~~ deliver<<s>> an annual report (following the template as an example in Appendix [XXX]) aligning with the fiscal year outlining the directors' board level efforts to the membership by May 1 for the purpose of helping the membership make informed voting decisions.

02-949 Director Committee Participation 06-17-19:18

Every director, within 12 months of taking office, is required to be active in an NSS committee(s) throughout their term as a director.

Cross Reference Bylaw IV
Act Section 06 Ballots
Appendix X Policy for Conduct of NSS Elections

ACT SECTION 03 --- MEETINGS

03-141 Expenses 03-23-85, 04-20-68, 10-21-67, 10-28-61

Directors and Officers shall continue to attend all meetings of the Board of Governors at their own expense. Members of Society committees shall continue to attend Board Meetings, Conventions, and committee meetings at their own expense without reimbursement.

03-193 Reports 03-01-69

Any motions evolving from a report to be brought to the Board for action presented at a Board meeting shall be included in the printed agenda for that meeting. Implied, suggested, or recommended motions requiring immediate Board approval should not be included within the body of the text, but listed separately and individually at the end of the report to be acted upon separately in the normal manner. Every report presented at a Board meeting shall be considered accepted by the Board unless the motion not to accept is requested from the floor. (See Appendix J)

03-199 Number of Meetings 06-16-69

There shall be two Board meetings between conventions.

03-205 Board Meeting Arrangements Committee 11-7-10:13, 03-16-96, 03-23-85,

10-29-83, 11-01-69

The Board Arrangements Committee in the Department of the President shall provide written guidelines for hosting Board of Governors meetings, solicit offers to host them, and pass the offers on for board consideration. The committee will also assist the President and the host organization in the conduct of the board meetings.

03-363 Closed Board Meetings 03-24-79

A closed portion of each Board of Governors meeting will be scheduled and included in the meeting agenda.

03-364 Closed Meeting of the Directorate 03-24-79

A closed meeting of the Directorate will be scheduled and included in the agenda for each meeting of the Board of Governors.

03-400 Days and Times of Board Meetings 03-20-82

Whereas the spring and fall Board of Governors meetings are meant as sounding boards for NSS members and also opportunities for them to meet their officers and directors, the only meeting that the Board of Governors will hold will be between the hours of 9 am and 8 pm on Saturday and Sunday.

03-445 Conflict of Interest 06-28-85

Directors ~~>>or Officers<<~~ of the Society should abstain from voting on matters of business which may have a direct effect on their business interests. A Director ~~>>or Officer<<~~ should not serve as chairman of a national committee nor on committees at national events if such positions present a conflict of interest with their business interests.

03-484 Acts of the Board 08-04-89

Acts of the Board, as defined in bylaw IV.J, that establish policies and procedures of a duration such that they terminate prior to the following Board meeting will not be added to the BOG Manual unless by order of the Board at the time of adoption of the Act. All other acts of finite expiration will be included in the BOG Manual.

03-932 BOG Meetings at NSS headquarters 06-19-17:16

At least once every three years, the Board of Governors shall meet at the NSS Headquarters in Huntsville, AL, to allow each of the members of the Board the opportunity to inspect the facilities. This meeting shall be hosted by the OVP and the staff of the Headquarters building, or other willing nearby grottos.

Cross References:
Section 04
Section 05
Section 40
05-290 Recording Secretary
16-439 Defrayal of EC Meeting Costs
83-666 NSS Non-Periodical Publication

ACT SECTION 04 --- MEETING AGENDA

04-023 Agenda 11-04-06:9, 08-07-98, 04-18-52

An agenda will be followed for Board meetings. Chairmen of committees are to advise their vice presidents of what topics they wish presented for discussion about four weeks in advance. In this manner, we will all be properly prepared for important problems. The president shall be responsible for the content and objectives of the annual budget, minutes of meetings of the Board of Governors and the Executive Committee, and the agendas for all meetings of the Board of Governors and the Executive Committee. (See Appendix J)

04-093 Style 04-19-21:7, 03-23-85, 02-02-57

Agenda for a meeting of the Board of Governors will be standardized to the style and format of the agenda for the meeting of the Board of Governors, March 12, 1983. The agenda must be a Google document accessible to all board members; they must have at least privileges to suggest edits or comment.

04-203 Congress of Grottos 03-27-99, 11-01-69
A report from the Chairman of the Congress of Grottos shall be an official part of the agenda of the closing session of the Board Meeting at each NSS National Convention.

04-211 Real Property 03-16-96

Reports from the ~~>>Administrative Vice-President<<~~ <<Executive Director>>for all real property (real estate) of the Society shall be presented at all scheduled meetings of the Board of Governors.

04-472 Open Discussion Sessions 12-04-21:6, 03-16-96, 02 20-88, 04-04-87

The agenda for each Board of Governors meeting must include an open discussion time for a duration to be determined at the time the motion is taken up.

Cross References
03-193 Reports
Closed Board Meeting

Closed Directorate Meeting Section 40

ACT SECTION 05 --- MEETING MINUTES

05-061 Meeting Recordings 3-17-07:24c, 11-05-05, 3-20-82, 11-18-72, 2-4-56
Recordings of Board meetings should be retained until the minutes are approved by the Board. The recordings may be reviewed only by the Board members or proxies, the persons responsible for developing the written minutes, and those responsible for making the recordings. Following approval of the minutes by the NSS Board the recordings are to be destroyed.

05-121 Contents 3-25-06:23a, 12-28-63
Minutes shall include only motions; disposals of motions; other action taken; oral updates to ~~>>officers<<~~ written reports; issues and comments presented during Open Discussion period; reports from the closed sessions; a list of Board members present and proxies; disclosures of conflict of interest and their deposition, and other information pertinent to the meeting and business conducted. Written reports ~~>>from officers and committees<<~~ shall be included as attachments to the minutes.

05-290 Recording Secretary 11-09-13:24, 3-17-07:24b, 8-4-89, 10-29-83, 11-16-74
A permanent committee known as the Recording Secretary is established in the Department of t he President. The duties of the Recording Secretary are to attend all open BOG meetings, open meetings of the Directorate, and other meetings specified by the President for the purpose of recording minutes in accordance with Act Section 05 and Appendix J. The Recording Secretary may appoint a substitute.

05-771 Meeting Minutes 3-25-06:24a
The <<Chair of the Board>> ~~>>President~~ shall<< ensure<<s>> that the final version of the approved meeting minutes includes the Act numbers assigned to each motion passed.

05-772 President s Report 3-25-06:24b
The <<Chair of the Board>> >>President s report to the Board shall identify all changes in language or form made to the Acts by the Secretary to the Board since the previous report. This Act is not retroactive.

05-773 Annotation of Constitution, Bylaws, and Acts 3-25-06:24c
Beginning with changes made in March 2006, the President shall ensure that the Constitution, Bylaws, and Acts of the Board of Governors in all of their manifestations include the dates of passage, amendment, or deletion, and the item number from the meeting minutes authorizing said changes. (The format adopted for annotation is month-day-year:item number.)

05-774 Board of Governors Manual Proofing 3-25-06:24d

<<After meeting minutes are approved, the Chair of the Board ensures that Secretary to the Board makes any additions, changes, and/or deletions therein approved to the Constitution, Bylaws, and Acts (and appendices) of the Board of Governors manual.>> ~~>>ThePresident shall require the Recording Secretary to proof all changes to the Constitution, Bylaws, and Acts of the Board. Any significant discrepancies in language shall be reported to the Board by the President in his next report.<<~~

Cross References
03-205 Board Minutes and Arrangements Committee
Appendix J

ACT SECTION 07 --- ENDORSEMENT OF PUBLICATIONS

07-266 Literature Endorsement 11-3-73

Copies of any book, report, or statement for which NSS endorsement or approval is sought must be supplied to every member of the Board at least thirty days prior to the meeting at which the endorsement or approval is to be considered. The Board reserves the right to subject such article to an independent review process of its choosing to consider such matters as overall merit, technical correctness, and conformance with the Society's policies prior to the granting of endorsement.

07-281 Wild Cave Locations 10-21-17:12, 07 13-15:38, 08-16-74

The NSS opposes providing wild cave locations in publications, videos, postings, or information intended for the general public except where the presentation of such information better serves the mission of the Society.

07-963 Manual of US Cave Rescue Techniques 11-07-20:16
In accordance with BOG Act 07-266, the NSS Board of Governors formally endorses the current (3rd Edition) and future editions of the Manual of US Cave Rescue Techniques published by the National Cave Rescue Commission (NCRC).

Cross References
25-228 Chapter Addresses
83-280 Scientific Publications
83-282 Authors Liaison

ACT SECTION 08 -- BYLAW CHANGES

08-190 Style Guide 03-16-22:6, 11-16-68
The Board of Governors adopts the following style guidelines to be used when proposing new and amending existing constitutions, bylaws and Board Acts. • Use the word “must” instead of “shall.”

• Establish acronyms at first use. You can't assume all readers will know what an acronym means.
• Do not capitalize titles or officers, such as director or president, unless used directly before a name (President George Washington). • When discussing nouns made of multiple words, such as nature preserves, establish a short form in parentheses. For example, "The NSS owns 22 nature preserves (preserves) throughout the US. These preserves . . . ." • Use gender neutral language (they/them/their/theirs) whenever possible. For example, instead of "He said . . .," use "They said . . .."
• Use gender neutral "chair" versus "chairman/men."
• Continue to use the traditional carats for inclusion (blue <<…>>) and removal (red >>…<<) with the addition of strikethroughs for removal (>>remove this<<), so that we do not rely solely on color and confusing symbols to indicate intention.
• Approved acronyms include: National Speleological Society (NSS), Board of Governors (BOG), Executive Committee (EC), Administrative Vice President (AVP), Operational Vice President (OVP), Executive Vice President (EVP), Secretary-Treasurer (S-T) -190 Style Guide 03-16-22:6, 11-16-68 The Board of Governors adopts the following style guidelines to be used when proposing new and amending existing constitutions, bylaws and Board Acts.
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• Establish acronyms at first use. You can't assume all readers will know what an acronym means.
• Do not capitalize titles or officers, such as director or president, unless used directly before a name (President George Washington). • When discussing nouns made of multiple words, such as nature preserves, establish a short form in parentheses. For example, "The NSS owns 22 nature preserves (preserves) throughout the US. These preserves . . . ." • Use gender neutral language (they/them/their/theirs) whenever possible. For example, instead of "He said . . .," use "They said . . .."
• Use gender neutral "chair" versus "chairman/men."
• Continue to use the traditional carats for inclusion (blue <<…>>) and removal (red >>…<<) with the addition of strikethroughs for removal (>>remove this<<), so that we do not rely solely on color and confusing symbols to indicate intention.
• Approved acronyms include: National Speleological Society (NSS), Board of Governors (BOG), Executive Committee (EC), Administrative Vice President (AVP), Operational Vice President (OVP), Executive Vice President (EVP), Secretary-Treasurer (S-T)

08-204 Bylaws Committee 10-21-17:10, 11-01-69

A Bylaws Committee is created, reporting to the <<Board>> >>~~Directorate~~<<, whose duty it shall be to keep the published Bylaws current, consider all proposals for bylaw revisions and report upon them to the Board, and to ensure that all bylaw proposals are consistent with the Articles of Incorporation, the statutes of the state of Alabama, the Constitution of the Society, and the Acts of the Board, or to recommend action necessary to create such consistency.

Cross Reference
Bylaw XII Amendment of the Bylaws

ACT SECTION 09 --- LONG TERM PLANNING

09-594 <<Strategic>> Planning Committee 11-07-20:22, 11-06-04, 03-22-97

The NSS Planning Committee, reporting to the <<Board>> >>~~Directorate~~<<, is established to lead, and facilitate for the Board, the development and maintenance of a comprehensive strategic plan for the future of the NSS. Strategic Plans will be approved by the Board of Governors.

09-867 NSS Strategic Plan 11-09-13:27, 06-29-12:32

The National Speleological Society Strategic Plan is approved. The Membership Outreach Program is approved as a component of the NSS Strategic Plan. (Appendix BC)

ACT SECTION 10 --- AUTHORITY

10-253 Discipline 11-18-72
When issues are raised under Bylaw >>~~XI~~<< <<XII (Discipline of Members)>>, or in the event of other accusations of a serious nature, the <<Chair of the Board>> >>~~President~~<< is authorized to appoint an investigating panel, whose duties shall be to ascertain the issues and to attempt to settle the problem by mutual agreement or, if that fails, to bring the question to the Board of Governors with a recommendation for suitable action.

ACT SECTION 11 --- TRAVEL FUNDS

11-695 Officer Travel Budget 06-28-02, 04-07-01

Each NSS officer shall have a discretionary travel budget, not to exceed $500/year. Money in the discretionary budget shall be used to help reimburse travel expenses incurred by members of the officer's Department, excluding the officer, in carrying out NSS business with the approval of that officer and where such travel expenses were not anticipated or budgeted as part of the regular NSS budget process. This reimbursement shall be available for any expenses related to travel on Society business, not limited to transportation, restricted to longer distance travel, or to situtations where expense is anticipated in advance. The Officer shall have full discretion to make these funds available to any volunteer of the Society, working in areas related to the Officer's department, when they feel the expense is warranted. The officer shall report these reimbursements, and the business purpose for which they were used, to the BOG at the meeting immediately following the expenditure. Effective July 1, 2002. No person shall receive, under this Act, more than 20% of the officer's discretionary travel budget in non-transportation travel reimbursement in any fiscal year.

11-708 NSS Travel Policy 07-27-01

Appendix AR is approved as the official travel policy of the Society.

Cross Reference
16-439 Defrayal of EC Meeting Costs

ACT SECTION 12 --- EXECUTIVE SEARCH COMMITTEE

12-551 Job Description 11-09-13:25, 06-28-02:9, 10-23-99:23a&b, 6-24-94

Long Term List of Candidates:
The committee will maintain a list of potential officer candidates by soliciting ideas from a wide range of sources including current BOG members. The committee will contact everyone on the list and record their level of interest. Everyone who indicates an interest in being considered shall be included on the list. The list shall be updated and provided to each Director prior to the Board of Directors meeting at each NSS convention.

Solicit Candidates for Specific Election:
The committee will solicit candidates prior to each election of NSS officers by inserting suitable notice in the NSS NEWS and other means. [NSS Bylaw IV.A(3)d]
The committee shall make every effort to match candidates with written job descriptions and job qualifications for each office.
Prior to each election the committee will ask each of the current officers if they wish to be a candidate for the officer position to be considered.
Prior to a specific election the Board of Directors may advise the committee as to whether it wishes the committee to do more than the above. The Board of Directors may direct the committee to aggressively recruit candidates for a specific office.

Election Slate:
The committee shall distribute its list of candidates for each election of officers to each member of the Board of Directors at least thirty days before the election. Additional nominations may be made during the election at the Board of Directors meeting. [NSS Bylaw IV.A(3)d]

Candidates' Resumes:
Each candidate will be asked to provide a resume of his/her qualifications and goals for the office sought. The Executive Search Committee chair shall collect these statements and hold them in confidence and shall only distribute them to each director. The committee Chair shall establish a deadline for receipt of statements and inform the candidates that a timely receipt of the statements is to be one factor considered by the Board of Directors when evaluating candidates for office. The statements shall be distributed with the election slate.

Committee Membership:
The Directorate shall select the chairperson of the Executive Search Committee. The chairperson is responsible for selecting members of the committee, managing the affairs of the committee and reporting to the Directorate.

Neutrality:
The committee shall remain neutral and avoid creating the perception it favors or opposes any candidate by its actions or failure to act.

Codify:
These precepts shall be included in the NSS BOG Manual and provided to Executive Search Committee members.

Cross References:
40-544 Prohibition of Discrimination

ACT SECTION 15 --- FISCAL MATTERS

15-017 Negotiable Funds 03-16-96, 03-23-74, 07-08-50

Checks, drafts, post office money orders, postal notes, or other negotiable instruments coming into the hands of anyone else <<must>> ~~>>shall<<~~ be promptly transmitted to the <<Executive Director>> ~~>>Secretary-Treasurer<<~~, the office of the NSS, or agents designated by the <<Executive Director>>~~>>Secretary-Treasurer<<~~.

15-018 Negotiable Funds 10-21-78, 03-23-74, 07-08-50

No cash, checks, or other negotiable instruments intended for the NSS or its committees shall be negotiated by anyone other than the <<Executive Director>>~~>>Secretary-Treasurer<<~~ or <<their>> ~~>>his<<~~ designated agents.

15-019 Other Financial Operations 03-20-04, 06-28-02, 08-05-96, 06-29-84, 10-21-78, 07-08-50

Individual <<departments>> ~~>>committee chairmen<<~~ may open bank accounts to conduct Society business only with the permission of the Executive <<Director>> ~~>>Committee<<~~. The <<Executive Director>>~~>>Secretary-Treasurer<<~~, or <<their>> ~~>>his<<~~ designee, and the <<department head>> ~~>>committee chairman<<~~ will have signature authority on such accounts. The NSS federal ID number will be used on the account. Checks themselves may be imprinted any way the committee desires.

15-020 Bonding 08-07-98, 08-05-96, 03-16-96, 08-18-72, 07-08-50

The <<Executive Director>>~~>>Secretary-Treasurer<<~~ is responsible for bonding Society employees and members, including NSS National Convention Treasurers, who have access to significant Society funds on a regular basis.

15-181 Financial Report 03-15-80, 08-24-68

To keep the general membership informed of the financial state of the NSS, of its income and outgo, of the uses made of the expenditures, and of reasonable future expectations, the <<Executive Director>>~~>>Secretary-Treasurer<<~~ will write an annual informative report of the financial position of the NSS to be published in the NSS NEWS~~<< or the Members Manual>>~~.

15-360 Contracts and Deeds 03-23-13:16, 10-21-78

The original copies of all Society contracts and deeds shall be kept per our records retention procedure. Original Society event contracts must be sent to the office within one month of the event's close.

15-428 Securities 06-29-84

The <<Executive Director>>~~>>Secretary-Treasurer<<~~ is authorized to establish securities accounts with brokerage firms and to sell securities donated to the Society and its various funds. The Board of Governors hereby passes such formal resolutions as may be required to accomplish these actions.

15-494 Federal Tax Identification Number 08-03-92

Any NSS committee, activity, or individual that uses the NSS's federal tax identification number must comply with all procedures outlined in Section 15 of the NSS Board of Governors Manual.

15-495 Tax ID Reporting Requirements 08-03-92

NSS <<Departments,>> Committees<<,>> and Commissions that use the NSS federal tax identification number shall periodically report their income and expense activity to the NSS <<Executive Director>>~~>>Secretary-Treasurer<<~~ at intervals to be established by the <<Executive Director>>~~>>Secretary-Treasurer<<~~.

15-509 Review of NSS Checking Accounts 03-17-18:17, 08-05-96, 03-16-96, 04-17-93

The <<Executive Director>>~~>>Secretary-Treasurer<<~~ <<must>> ~~>>shall<<~~ arrange for a periodic review of each Society bank account by someone who does not have signature authority for the account. The <<Executive Director>>~~>>Secretary-Treasurer<<~~ <<must>> ~~>>shall<<~~ arrange to have bank account statements sent to the person doing the review independently from the persons with signature authority. <<Executive Director>>~~>>Secretary-Treasurer<<~~ <<must>> ~~>>shall<<~~ also arrange to have a copy of each statement sent to those with direct responsibility for managing the account.

15-510 Financial Review 11-09-19:14, 08-09-13:22, 07-08-05:11, 06-28-02:12, 04-17-93

The NSS <<must>> ~~>>shall<<~~ engage the services of a certified public accountant or accounting firm to conduct an annual financial review of the NSS accounting and bookkeeping records in conformity with auditing standards generally accepted in the United States of America

(US GAAP audit). The <<Board>> ~~>>Directorate<<~~, or a designated review committee, must approve the selection of reviewer.

The <<Board>> ~~>>Directorate, or a designated review committee,<<~~ <<must>> ~~>>shall<<~~ review and approve the reviewed financial statements.

15-573 Signature Authority 07-27-07:34, 06-28-02, 03-16-96

The<<Executive Director>>~~>>Secretary-Treasurer<<~~ may open and close bank and other financial institutions/accounts on behalf of the National Speleological Society Inc., consistent with the Acts of the Board and the budget approved by the Board of Governors, as necessary to manage NSS funds appropriately.

The Board of Governors hereby passes such formal resolutions as may be necessary to establish these accounts on behalf of the National Speleological Society with signature authority granted to the <<Executive Director>>~~>>Secretary-Treasurer, other NSS Officers<<~~ or the Office Manager and agents designated by the <<Executive Director>>~~>>Secretary-Treasurer<<~~.

15-575 Money Market Account 08-05-96

The <<Executive Director>>~~>>Secretary-Treasurer<<~~ is authorized to establish an NSS money market fund for the purpose of managing excess cash funds on a short-term basis.

15-617 Capital Purchases 08-07-98

~~>>NSS committees and commissions that seek to procure capital items are encouraged to use the normal NSS budget process to gain approval of the capital budget items.<<~~ NSS capital items that cost more than $500.00, may be procured only with Board approval. The <<Executive Director>> ~~>>appropriate NSS officer<<~~ may approve the procurement of capital budget items that cost less than $500.00. In an emergency the <<Chair of the Board>> ~~>>NSS President<<~~ may authorize an NSS committee or commission to procure a capital budget item up to $10,000.00.

15-676 Liability Insurance 07-08-05, 10 05-02, 06-30-00

The Society shall maintain general liability insurance with a minimum coverage of one million dollars. The general liability policy will include coverage for the annual convention.

15-700 Financial Review 11 09-19:15, 04-07-01

Any contract for financial review shall contain clauses guaranteeing performance for cost not to exceed a fixed amount.

15-725 Review and Approval of Department Expenses 06-28-02

Each NSS officer is responsible for the review and approval of expenses incurred by activities in their department. The NSS Secretary-Treasurer has fiduciary responsibility for all payments of NSS funds.

15-759 Directors and Officers Insurance 07-08-05

The Society <<must>> ~~>>shall<<~~ maintain Directors' and <<employees'>> ~~>>Officers'<<~~ Insurance with a minimum coverage of one million dollars. Such insurance shall cover any act or omission or alleged act or omission arising from their status as an NSS ~~>>officer,<<~~ director ~~>>or committee chairman<<~~ <<or employee>> provided their actions were not taken in bad faith or dishonestly.

15-769 Chief Accounting Manager 03-25-06:10
The position of Chief Accounting Manager is created in the Department of the Secretary/Treasurer. The Chief Accounting Manager will oversee the Society's bookkeeping, close the Society's books monthly, and at the end of each fiscal year serve as vice chair of the Finance Committee.

15-770 <<Financial>> Review Committee Charter 11-09-19:15, 08-09-13:21, 03 15-08:3103-25-06:21
The <<Financial>> Review Committee is established <<reporting to the board>> ~~>>under the Directorate<<~~ according to the Review Committee Policy. (Appendix AV)

15-776 Financial Report 08-07-06:6
The NSS <<Executive Director>> ~~>>Treasurer<<~~ will include a financial report that includes the latest financial information, budget to actual comparison, and the values of all NSS and NSF held funds as part of the<<ir>> ~~>>Secretary-Treasurer's<<~~ report for Board of Governors meetings.

15-838 Fund Calculations for Grants and Distributions 04-17-10:26
NSS and NSF controlled funds, used for grants and distribution budget line items, are calculated based on the closing balance on December 31st of the previous year. Fund grant and distribution calculations are rounded down to the nearest $10 increment.

15-884 NSS Bookkeeper Position 03-15-14:19
The part-time paid position of NSS Bookkeeper is established in the department of the Secretary-Treasurer. The NSS Bookkeeper shall report to the Secretary-Treasurer.

15-885 Rental Income of NSS Facilities 03-15-14:26
Rental income<<, attributed employee cost,>> and expenses of NSS facilities <<must>> ~~>>shall<<~~be accounted for and maintained separately from other financial activities. Income shall be used for initial renovation costs, mortgage payments, and venue maintenance as required. Upon completion of renovations and mortgage settlement surpluses may be transferred to operations or funds as determined by the Executive <<Director>> ~~>>Committee<<~~ with approval of the Board of Governors.

15-959 Small Business Administration Loan 03-19-22:25,07-25-20:25, 26
The Board of Governors accept a loan of $149,900 from the Small Business Administration (SBA) and directs the Secretary-Treasurer (S-T) to execute a loan agreement. The Board of Governors adopts the document "National Speleological Society - Loan Use and Repayment

Plan" (Appendix BK). This document gives guidance for use of the $149,900 loan received from the SBA and directs the S-T to execute and manage the loan agreement. The monies not approved and allocated per the SBA Loan Use and Repayment Plan with specific motions passed on 9.30.2020 is to be paid in full to the Small Business Administration.

Cross References:
01-618 Secretary-Treasurer Responsibilities
28-389 Dues Structure
25-864 Record Retention Procedure Act
Section 24 Legal
Act Section 26 Real Property Act
Section 56 Convention Appendix AT Grant Proposals
Appendix AV Review Committee Charter Executive Policies

ACT SECTION 16 --- BUDGET

16-040 Budget Restrictions 06-30-00, 04-02-54
The <<Executive Director>> ~~>>Treasurer<<~~ is instructed to refuse payment of any amounts over the budget. The only exception may be in those instances where refusal to pay an invoice from an outside supplier would negatively impact the NSS Inc. credit rating. In such instances the <<Executive Director>> ~~>>Treasurer<<~~ shall inform the Board who incurred the obligation on behalf of the NSS Inc. so the Board can decide if further actions are necessary.

16-045 Finance Committee 8-7-98, 8-6-93, 6-23-75, 10-16-54
The Finance Committee is under the Office of the Secretary-Treasurer. The committee is charged with helping to prepare the budget and other things so designated.

16-067 Budget Transfers 10-23-99, 6-23-75, 2-2-57
Any officer may transfer unused budget allocations from one committee s budget to another committee s budget provided the following: his total department budget is unchanged, the transfer does not involve Advertising Income for the NEWS or the JOURNAL, and the transfer is approved in advance by the President.

16-068 Charges Against Accounts 2-2-57
No charge may be made against any budget account without the approval of the officer to which that account is assigned or his authorized agent.

16-083 Budget Period 11-2-96, 8-3-92, 6 29-84, 6-23-75, 11-22-58
Expenses are budgeted for one year only unless specifically exempted. No department may carry an unused balance into the following year. Money budgeted for publication of the NSS News, Journal of Cave and Karst Studies, American Caving Accidents, NSS Members Manual shall be encumbered until the publications for which the money was budgeted are published.

16-084 Budget Requisitions 11-22-58

All requisitions for payment must clearly, and in some detail, state for what the money or payment requested was spent. These requisitions will be retained by the Treasurer as part of the records.

16-115 Budget Process 8-7-98, 2-20-88, 2 25-84, 8-18-72, 2-23-63
The budget for the next fiscal year <<must>> ~~>>shall<<~~ be approved by the Board at its spring meeting. The proposed budget <<must>> ~~>>shall<<~~ be submitted to the Board including projected income and expenses for the following fiscal year, proposed transfers from the operating budget to restricted funds, proposed capital budget, and a cash flow analysis.

16-349 Interest Income 3 16-96, 6-23-78
The <<Executive Director>> ~~>>Secretary-Treasurer<<~~ is instructed to allocate investment income to the contributed NSS Restricted Fund that earned the income for funds with balances greater than $100.

16-439 Defrayal of Executive Committee Meeting Costs 10-5-02, 3-21-98, 4 4-92, 3-23-85
All NSS annual operating budgets shall include $4,000.00 for the reimbursement of NSS officers and the directorate representative, upon request of the Chairman of the Directorate for a specific meeting, for expenses associated with travel to NSS Executive Committee meetings

not conducted during BOG meeting weekends or NSS National Conventions. The budget item shall be included under the Department of the President's budget.

16-481 Conference Travel 3-18-95, 4-1-89
A "Conference Travel" budget line item is adopted in the Department of the President. Such budget line item is to be used at the discretion of the President to help defray travel expenses of selected or key Society members that the President requests to officially represent the Society at non-NSS meetings, conferences, or functions in which the presence or participation of the NSS will further the goals of the Society. The President will report at each board meeting on the use of this money. The amount of the Conference Travel budget shall be limited to $2,000.00 per year.

16-635 Travel Report 07-12-99
The<<Executive Director>> ~~>>Secretary-Treasurer of the NSS shall<<~~ develop<<s>> a Travel Report showing the amounts, funding source, and general purpose for the use of the travel funds. This will be a policy level report and no member names are to be included in the report. This yearly report shall be included with the normal reports that go to the Board for the yearly budget meeting.

16-673 Budgets and Current Acts of the Board 06-30-00
The Executive Committee shall expose to the Board any conflict between a proposed budget and current Acts of the Board and provide the basis for their proposal and any necessary additional Acts or amendments to Acts of the Board so that the Board can make deliberate

decisions. Upon Board approval the budget represents a decision to allocate the Society s scarce resources after considering conflicting goals and requirements.

16-797 Research Advisory Committee Budget 03-15-08:15
Each year the annual budget shall allocate the full 5.5% of the Ralph W. Stone Research Fund, as specified in Board Act 19-138, for the grants administered by the Research Advisory Committee (RAC).

16-887 Headquarters Budget 03-15-14:29
All financial activity related to the new headquarters facility at 6001 Pulaski Pike, Huntsville, AL, will be governed by a budget developed in accordance with Act 16-115.

Cross References
18-270 Repair Funds
18-598 Convention Surplus Restricted Fund
18-694 Endowment Fund Allocation
18-869 Division 6 Quarterly Report
28-389 Dues Structure
48-146 Expenses
43-246 Outstanding Service and Honorary Membership Awards
56-412 Convention Bid Expenses
Section 9 (Department of the Secretary-Treasurer)

ACT SECTION 17 --- NATIONAL SPELEOLOGICAL FOUNDATION
17-567 NSF Russell H. Gurnee Memorial Library Fund 03-18-95
Donations received by the NSS in memory of Russell H. Gurnee will be transferred to the NSF Russell H. Gurnee Memorial Library Fund.

17-879 Amendment to Articles of Incorporation 03-15-14:9, 08-07-92:49
The Board of Governors authorizes the Trustees of the National Speleological Foundation to cause paragraph six of the Articles of Incorporation of the National Speleological Foundation to be amended so as to read as follows:
Vacancies which occur in the board of trustees of the corporation shall be filled by appointment which shall be made by a vote of the remaining trustees of the corporation.
The amendment of the Articles of Incorporation of the National Speleological Foundation, dated Dec. 10, 1993, and Certificate of Amendment by the Government of the District of Columbia, dated Jan. 3 1994, are acknowledged and accepted by the NSS. (See pages 3.C.4 and 3.C.5)

Cross Reference:
01-618 Secretary-Treasurer Responsibilities
Appendix C
ACT SECTION 18 --- NSS FUNDS

18-711 Section 18 Funds 03-23-02

Section 18 of the Board of Governors manual is renamed NSS Funds (previously named Miscellaneous Funds) and organized such that funds are displayed alphabetically and motions related to specific funds are grouped together. Funds with an amendment date of 03-23-02 in the title line were also amended under this ACT.

18-747 American Caving Accidents Restricted Fund 03-20-04
The American Caving Accidents Restricted Fund is established.

18-524 NSS A/V Library Restricted Fund 03-27-99, 11-07-98, 08-60-93
The purpose of the NSS A/V Library Restricted Fund is to provide funds for NSS A/V Library programs, equipment, or equipment maintenance. These funds may be spent by the A/V Library Chairman, subject to <<Executive Director>> ~~>>OVP<<~~ approval. All funds (fees in excess of postage cost) raised through the A/V Library rental program will go to this restricted fund.

18-800 Bat Research and Protection Restricted Fund 03-17-18:12, 03-15-08:31
The NSS Bat Research and Protection Restricted Fund is created. The purpose of the Fund is to provide funding for NSS Bat Research and Protection Grants, and for public education and outreach regarding bats. In years that the value of the Fund exceeds $6,000, 5.5% of the value may be withdrawn annually for these purposes. These funds may be spent by the Research Advisory Committee chairman, and for public education and outreach regarding bats, subject to ~~>>the<<~~ <<Executive Director>> ~~>>Executive Vice President's<<~~ approval.

18-712 Cave Acquisition Fund 03-25-06:22a, 03-23-02
The purpose of the Cave Acquisition Fund is the purchase or lease of caves or to obtain easements on cave properties. This fund may also be used to pay transfer costs (e.g. lawyer's fees, title searches, land surveys, and closing costs) for caves acquired in any manner by the Society. This fund may also be used to make loans or grants to NSS Internal Organizations, Conservancies, or Institutional Members wishing to acquire cave properties. The Fund was established by donors. Money may be spent from this fund with the approval of the Board of Governors or transferred from this fund to the Nature Preserve Fund as deemed necessary by the <<Executive Director>> ~~>>Executive Committee<<~~.
(See Act Section 26 for expenditures from this fund. Editor)

18-629 Cave Education Restricted Fund 10-05-02, 03-23-02, 03-27-99
The NSS Cave Education Restricted Fund is established to promote cave and karst education programs and resources. The Fund was established by donors. Utilization requires Board of Governors approval. The <<Executive Director>> ~~>>Administrative Vice President<<~~ may fund grant proposals from this restricted fund promoting cave and karst education programs for primary and secondary students from this restricted fund provided the grant funding amount is listed in the Annual Budget approved by the Board of Governors. Additionally, the <<Executive Director>> ~~>>Operations Vice President<<~~ may fund the publication of The Guide to Responsible Caving provided the funding amount is listed in the Annual Budget approved by the Board of Governors.

18-961 Cave Preservation Fund 09-30-20:04
The NSS Board of Governors approve the creation of the Cave Preservation Fund. The purpose of the fund is to support the creation of new NSS Nature Preserves as well as the maintenance of existing NSS preserves; support of cave conservancies and conservation efforts; production and distribution of educational materials; fund additional cave related research objectives; and to cover the operational costs of the NSS Cave Preservation (CPN) program. The fund allocates money raised from the CPN to support the missions above and will be an NSS account. All money raised Top of Acts by the CPN Program or donated specifically to this fund will be stored in this fund. Expenditure of these funds will be considered upon recommendation by the Environmental Education <<Department>> ~~>>Committee<<~~.

18-639 Cave Restoration Fund 03-23-02, 10-23-99
The purpose of the Cave Restoration Fund is to support the repair of human-caused damage, both malicious and inadvertent. ~~>>The Fund was established by donors.<<~~ The Conservation <<Department>> ~~>>Committee<<~~, subject to the <<Executive Director's>> ~~>>Administrative Vice President's<<~~ approval, may spend these funds.

18-598 Convention Surplus Designated Fund 12-04-21:25, 06-19-17:34, 03-23-02, 11-04-00, 03-21-98, 06-23-97
The NSS Convention Surplus Designated Fund is established to provide funds to cover NSS convention deficits. Each year the full, unrestricted convention surplus for that year must be transferred to the Convention Surplus Fund.

18-642 Fine Arts Salon Fund 03-23-02, 07-27-01, 11-04-00, 10-23-99
The purpose of the Fine Arts Salon Fund is to support the NSS Fine Arts Salon. >>The Fund was established through donations<<. The Salon Committee chairman, subject to <<Executive Director>> ~~>>AVP<<~~ approval, may spend these funds.

18-501 Fund for Litigation to Protect Caves 03-23-02, 03-18-00, 11-07-92
The purpose of the Fund for Litigation to Protect Caves is to pay for litigation necessary to protect caves and their natural contents, initiated by the Society or by cooperating individuals. The fund is composed of donations and accrued income. The Board of Governors may authorize expenditure of part or all of this fund for expenses of litigation necessary to further one or more purposes of the Society stated in Article II of its Constitution, provided that no expenditure from this fund is contrary to section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue law as determined by the Legal <<Department>> ~~>>Committee<<~~. In addition, the <<Executive Director>> ~~>>Executive Committee<<~~ may authorize expenditures of small sums from this fund as seed money for special funds established for defense of owners of wild caves made party to adverse legal action because of their ownership of caves. These funds shall not exceed $5,000.00 at any one time. The fund shall be reimbursed from such special funds to the greatest degree possible. The Executive ~~>> Committee<<~~ <<Director>> shall review any proposed use of this fund prior to presentation to the Board and report alternative ways of accomplishing the goal intended to be

accomplished by legal action with the intent that legal action shall be the last resort and a large balance be maintained in this fund to support any such legal action which may be found necessary. Principal and investment income of this fund shall not be used to defray expenses of litigation in which the Society is a defendant. (See Attachment Q of Appendix C.)

18-148 James G. Mitchell Fund 03-23-02, 11-18-72, 06-15-65
The purpose of the James G. Mitchell Fund is to provide income to the Society to be used as a cash award known as the James G. Mitchell Award. The James G. Mitchell Award was established in 1965 to be given for the best scientific paper presented at any of the sessions of the annual convention by a member (or members) of the Society 25 years old or younger who has applied or been recommended for the Award. Selection is made by the Awards <<Department>> ~~>>Committee<<~~. The Fund was established by donors. The fund is managed as a temporarily restricted quasi- endowment fund. Annually the NSS withdrawals 5.5% of the Fund 's total value for this purpose. (See Attachment D of Appendix C in the Board of Governors Manual)

18-605 Journal Restricted Fund 03-23-02, 11-08-97
The Journal Restricted Fund is established for the purpose of augmenting the publication budget of the Journal of Cave and Karst Studies. At the end of the fiscal year any unexpended Journal advertising income and page charges shall be transferred to this fund. This fund may be spent by the Journal editor, subject to approval of the Executive <<Director>> ~~>>Vice President<<~~.

18-687 Junior Speleological Society Restricted Fund 03-23-02, 11-04-00
The purpose of the Junior Speleological Society restricted fund is to support NSS youth educational and recreational activities, including youth activities at the NSS conventions. The Fund was established by donors. These funds may be spent by the chairman of the Junior Speleological Society committee subject to <<Executive Director>> ~~>>Administrative Vice President<<~~ approval.

18-655 Landowner Assistance Restricted Fund 03-20-04;19, 03-18-00
The Landowner Assistance Fund is established and will be composed of donations and accrued income. To preserve access to caves and favorable caver-landowner relations, the Board of Governors may authorize expenditures from this fund for assistance to landowners who sustain damage or distress incidental to the caving activities of any person. The Spring Hill Restricted Fund is closed. The balance is transferred to the Landowner Assistance Restricted Fund.

18-668 Lawsuit Defense 06-30-00
The President is authorized to spend up to $5000 from the NSS Convention Surplus Fund for legal and other expenses associated with defending the NSS Corporation and its officers, directors, and members of the 1999 NSS Convention staff against suits alleging they violated the copyright of Tom Miller in publishing the 1999 NSS Convention guidebook. The President will work with the NSS Legal Committee to define the legal issues involved, describe our options for defense and estimate the penalties and risk associated with various potential resolutions.

The President will report this information and provide his recommendation to the Board in a manner that recognizes its sensitive nature. The Board of Governors will determine further actions to be taken if and when a suit is filed.

18-715 Lew Bicking Fund 07 20-09:17, 03-23-02
The Lew Bicking Fund is to provide income to be used as the cash part of the Lew Bicking Award. The fund was established by donors. The fund is managed as a temporarily restricted quasi-endowment fund. Annually the NSS withdraws 5.5% of the fund's total value. (See attachment E of Appendix C.)

18-137 Life Membership Fund 07-27-07:32, 03-23-02, 03 16-96, 11-14-64
The purpose of the Life Membership Fund is to serve as a source of income to the Society sufficient to provide life members with the services normally furnished to regular members. All payments for or toward life or family-life membership shall be placed in the Life Membership Fund. From dues paid by sustaining or family-sustaining members, this includes only the actual excess of dues over regular or family dues, and not the 10 percent bonus credited to the life-membership account. The fund is managed as a temporarily restricted quasi- endowment fund. Annually, the Foundation returns to the Society all net income from the Life Membership Fund up to 100% of the current regular membership rate plus related surcharges for each living life member, not to exceed 5.5% of the Fund's total value. (See Attachment A of Appendix C.)

18-982 Management Fund 03-19-22 The initial Management Fund is established in the amount of $1,000,000 from monies in the Operational Fund with additional contributions as unrestricted donations allow. Withdrawal of the fund may not exceed 5% of the total value of the fund annually and will be available to the ~~>>e<<~~<<E>>xecutive <<Department>> ~~>>Committee<~~ to be budgeted for use to offset operating costs for the administration of the NSS. The fund will be jointly established with concurrence by the President and the Secretary-Treasurer.

18-688 Mammoth Cave Restoration Project Restricted Fund 11-04-00
The purpose of the Mammoth Cave Restoration restricted fund is to support the activities of the Mammoth Cave Restoration Project in accordance with the Cooperative Agreement between Mammoth Cave National Park and the National Speleological society. These funds may be spent by the Mammoth Cave Restoration Project <<manager subject to the approval of the Executive Director.>> ~~>>agent of the Treasurer subject to Administrative Vice President approval.<<~~

18-640 Membership Committee Fund 03 23-02, 10-23-99
The purpose of the Membership Committee Fund is to promote the work of the Membership Committee. The Fund was established by donors. The NSS Membership Committee chairman, subject to President's approval, may spend these funds.

18-716 Merle and Bill Stephenson 50th Anniversary Fund 03-23-02
The purpose of the Merle and Bill Stephenson 50th Anniversary Fund shall be determined by a 2/3 vote of the NSS Board of Governors at its Annual Meeting in the year 2035. The Fund was

established by donors. The principle of the Merle and Bill Stephenson 50th Anniversary Fund will be invested to maximize its return until 2035. All income will be reinvested in the Fund until that date. (See Attachment L of Appendix C in the Board of Governors Manual).

18-641 National Cave Rescue Commission Funds 03-15-08:37, 03-23-02, 06-30-00, 10-23-99
The purpose of the National Cave Rescue Commission funds is to support the National Cave Rescue Commission. These are unrestricted funds Board of Governors designated funds.
The National Coordinator of the National Cave Rescue Commission, subject to <<Executive Director>> ~~>>AVP<<~~ approval, may spend these funds. Subsidiary funds may be established to support the NCRC regions and seminars and they may be spent by each region's NCRC Regional Coordinator and Seminar chairmen subject to <<Executive Director>> ~~>>AVP<<~~ approval.

18-713 Nature Preserve Fund 03-19-22:18, 10-29-16:14, 15, 03-25-06:22b, 03-23-02
The Nature Preserve Fund must serve only as a source of funding for the NSS Nature Preserves. The fund, which was established by donations, must account for the management and maintenance of all NSS Preserves, although donations designated for a particular Preserve must be recorded as such.
The NSS Preserve Managers must submit an annual budget to the Preserves Committee Chair, which is reported to the << Executive Director>>>>NSS Administrative Vice President (AVP<<) for consideration and development of their annual proposed budget, which is then presented to the NSS BOG for approval.
Any expenses related to the management of the NSS Preserves must be submitted to the NSS Preserves Committee for initial approval, who must forward the request to the << Executive Director>>>NSS AVP<< for final approval. Each fiscal year an amount up to 5.5% of the total fund value may be used for Preserve maintenance. For extraordinary preserves-related expenses, such as an acquisition or unbudgeted emergency expense, the National Speleological Fund (NSF) by a 2/3 vote of the Board of Governors of the Society, must transfer to the Society any part of the Nature Preserve Fund that is needed (See Attachment F of Appendix C).

18-525 NSS Library/Museum Restricted Fund 03-17-18:13, 03-15-03:19, 03-23-02, 10-20-01, 07-27-01, 11-07-98, 08-06-93
The purpose of the NSS Library/Museum Restricted Fund is to provide funds for NSS Library or Museum acquisition of speleologically significant publications and memorabilia to be housed in the NSS Library and/or Museum and preservation of cave and karst-related publications and memorabilia, cataloging, storage, protection, library/museum services to users, and Internet access. All expenditures <<are>> ~~>>shall be<<~~ subject to the <<Executive Director's>> ~~>>Operations Vice President's<<~~ approval.

18-604 NSS News Restricted Fund 03-23-02, 11-08-97

The NSS News Restricted Fund is established for the purpose of augmenting the publication budget of the NSS News. At the end of the fiscal year any unexpended NSS News advertising income shall be transferred to this fund. This fund may be spent by the NSS News editor, subject to approval of the Executive Vice President.

18-686 NSS Reserve Fund 03-23-19:23, 10-21-17:40, 06-19-17:28, 11-04-00
The NSS Reserve Fund is established to smooth the normal variation in annual fiscal year NSS Operations surpluses and deficits. At the end of each NSS fiscal year surplus from normal operations in that fiscal year will be deposited in the NSS Reserve Funds can be transferred from the NSS Reserve Fund to the NSS Operations to cover any NSS Operations deficit or cash flow need in a fiscal year. The <<Executive Director>> ~~>>Secretary-Treasurer<<~~ shall notify the Board of any transfers.

~~>>Endowment Fund (Act 18-674), is rescinded and all remaining funds from the Endowment Fund should be transferred to the NSS Reserve Fund.~~

~~Publication Trust Fund (Act 18-719) is rescinded and all remaining funds from the Publication Trust Fund are to be transferred to the NSS Reserve Fund.<<~~

18-720 NSS Support Fund 03-23-02
The NSS Support Fund is a fund of the National Speleological Foundation which was established in 1974 in compliance with the wishes of the original donor. The income earned by the fund may be given on an as-needed basis to the NSS for conservation purposes upon request of the NSS <<Executive Director>> ~~>>Administrative Vice President<<~~ or the Chairman of the Conservation <<Department>> ~~>>Committee<<~~. The principal is to remain intact and, hopefully, to be increased by future donations. The Board of Governors may, upon a 3/4 vote, request that the Foundation trustees use all or part of the principal of the NSS Support Fund for a special purpose of the Society.

18-722 Periodical Special Features Fund 03-23-02
The purpose of the Periodical Special Features Fund is to cover the cost of special features in any NSS periodical. After the net income of the Fund is sufficient to pay for the cost of special features in any NSS periodical, any additional net income may be used to supplement any NSS periodical's budget. The Fund was established by donors. The fund is managed as a temporarily restricted quasi-endowment fund. Each fiscal year an amount equal to 5.5% of the total fund value is transferred for this purpose. (See Attachment J of Appendix C.)

18-724 Peter M. Hauer Fund 03-23-02
The purpose of the Peter M. Hauer Fund is to provide income to the Society to be used as a cash award known as the Peter M. Hauer Spelean History Award. The Peter M. Hauer Spelean History Award was established in 1979 to be given to an individual or group involved in an outstanding spelean history research project. The Fund was established by donors. The fund is managed as a temporarily restricted quasi-endowment fund. Annually the NSS withdraws 5.5% of the total fund's value. (See Attachment F of Appendix C in the Board of Governors Manual)

18-840 President's Grant Writing Fund 08-02-10:12
The President's Grant Writing Fund is established to provide funds for hiring a professional

grant writer to assist the NSS in procuring grants in support of its varied activities. The Fund is established by donors, and may be spent by the <<Executive Director.>> ~~>>NSS President, with the approval of the Executive Committee.<<~~

18-367 Save-the-Caves Fund 03-17-07:20, 03-23-02, 04-07-01, 03-27-99, 06-23-97, 11-21-81, 11-17-79
The Save-the-Caves Fund shall be used to support the general conservation goals of the Society. This fund was established by donors. Money may be expended by Board action on the recommendation of the Conservation Committee and ~~>>AVP<<~~ <<Executive Director>> or as authorized by Acts 18-289 (Loans to Conservation Task Forces), 19-321 (Conservation Grants), and 43-116 (Conservation Award). In addition, the <<Executive Director>> ~~>>Executive Committee<<~~ may authorize the expenditure of up to 5.5% of the beginning value of the Save-the-Caves Fund in any fiscal year for the reprinting of NSS brochures, which promote the conservation goals of the Society.

18-289 Loans to Conservation Task Forces 11-16-74
The Executive<< Director>> << Committee>>, upon recommendation of the Conservation Committee, may make interest-free loans to Conservation Task Forces (CTFs) to facilitate the carrying out of their purposes and goals. The money for the loans shall be taken from the Save-the-Caves Fund, and shall be repaid by the CTF to that fund. In the event that a CTF is unable, within a reasonable time, to repay the loan through fund raising, donations, or other means, the Board of Governors, upon recommendation of the Conservation Committee, may, at its option, declare the loan canceled. Although loans are to be considered as interest-free, CTFs are encouraged to donate money to the Save- the-Caves Fund above and beyond the principle.

18-411 Vandalism Deterrence Reward Fund 03-23-02, 10 29-83, 07-01-83
The purpose of the Vandalism Deterrence Reward Fund is to pay any rewards which may be required to be paid as a result of the Society's standing offer of a $250 to $1000 reward for information leading to the arrest and conviction of persons guilty of violating cave protection laws. It was established by donors and may be periodically augmented through transfers of unrestricted funds. The funds may be spent by the Administrative Vice President in accordance with Appendix W. (See Attachment H of Appendix C and Appendix W in the Board of Governors Manual)

18-741 Web Site Restricted Fund 08-04-03
The Web Site Restricted Fund is established to pay expenses associated with the operation, maintenance, and improvement of the NSS Web Site. Income generated by the Web Site, not attributable to any other committee, shall accrue directly to the Web Site account. At the end of the fiscal year, any unexpended Web Site income shall be transferred to this account. The

chairman of the Information Technology <<Department>> ~~>>Committee<<~~, with the approval of the <<Executive Director>> ~~>>Operations Vice President<<~~, may spend these funds.

Cross References
19-378 Research Grants
97-396 Audio-Visual Aids Library Committee
28-432 Donations to the Foundation
63-438 Value of Donations
60-455 International Exploration Committee
60-483 U.S. Exploration Committee
97-478 Video Program Advertising and Sales Policy
Act Section 26 Real Property
Act Section 63 Fundraising Appendix C

ACT SECTION 19 --- NSS GRANTS and SCHOLARSHIPS

19-138 NSS Research Fund 03-07-15:21, 10-25-14:20, 03-15-08:19, 03-23-02, 07-02-82, 11-14-64
The purpose of the NSS Research Fund is to provide income to the Society with which to support research activities. This fund is a logical extension of the Ralph W. Stone Research Fund, which it replaces, and will be tracked in subsections to fund individually named grants and fellowships, as per the Acts creating those grants and fellowships. Initial subsections shall include the Ralph Stone Fund and the David Morehouse Fund. The Fund was established by donors. The Fund is managed as a temporarily restricted quasi-endowment fund. Annually the Society may withdraw up to 5.5% of the total fund's value for this purpose as defined by the Acts. The S-T is requested to negotiate appropriate amendments to Attachment C of Appendix C – National Speleological Foundation with the Foundation.

19-321 NSS Cave/Karst Conservation and Restoration Grant 11-05-05, 11-07-98, 04-17-93,
07-01-88, 11-08-86, 02-25-84, 11-22-80, 10-23-76
The Conservation Committee is authorized to award up to $5,000 annually from the Save-the-Caves Fund to make grants of up to $1000 to Internal Organizations, Conservation Task Forces, Conservancies, or to individual NSS members for specific projects that involve cave or karst conservation, resto- ration, or cleanup.

The Conservation Committee is responsible for establishing the application, review, and award process. Recipients of these grants shall submit written reports to the Society as stipulated by the Chairman of the Conservation Committee.

To be considered for a grant award, applications must include adequate description of one or more of the following:scientific investigation of cave or karst conservation problems; speleological research that will directly contribute to cave or karst conservation; the remediation of ecological problems in cave, karst, or pseudokarst areas; hands-on, in-cave efforts to restore

cave passages to a former ecological state equipment and supplies for conservation or restoration projects that include hands-on participation from cavers; or public outreach to inform and raise awareness of cave and karst values.

Requests for cash-match grants will receive preference. Act 18-367 (Save-The-Caves Fund) shall be modified to reflect changes to Act 19-321.

19-378 Ralph. W. Stone Graduate Fellowship in Cave and Karst Studies 03-07-15:22, 03-15-08:20, 03-20-04, 08-04-03, 03-21-98, 10-21-95, 07-02-82, 03-15-80
A maximum of two annual grants, known as the Ralph W. Stone Graduate Fellowship in Cave and Karst Studies, consisting of an amount specified in the NSS Operating budget will be given to a graduate student preparing a thesis on a speleological subject. These grants will be funded from the Ralph Stone portion of the NSS Research Fund, and the total grants in any year will not exceed 5.5% of that portion of the NSS research Fund. Applications for this Fellowship shall be solicited from the membership by the Research Advisory Committee (RAC). The recipient will be selected from the applicants by a sub-committee of at least three NSS members appointed by the Chairman of the RAC with the concurrence of the Executive <<Director>>~~>>Vice-President<<~~. The members of this sub-committee shall be professionally active in speleological research but need not be regular members of the RAC. Each recipient will be selected by the Executive <<Director>> ~~>>Vice-President<<~~ upon the recommendation of the RAC and will be announced at the annual NSS convention. The Chairman of the RAC shall notify, in writing, the recipient(s) of the Fellowship and arrange for each recipient to receive a check for the designated amount of the Fellowship. The only obligations required of the recipient will be to give credit to the Society when the work is published and to donate two copies of the publication to the NSS Library. Priority will be given each year to applicants who previously have not received the Ralph. W. Stone Fellowship.

19-379 Research Grants 03-07-15:23, 03-15-80
A program of research grants and awards for speleological research is created, to be managed by the Research Advisory <<Department>>~~>>Committee<<~~ (RA<<D>>~~>>C<<~~). The names of recipients will be announced at the annual Con- vention. The <<Department Head>>~~>>Chairman of the Committee<<~~ will notify, in writing, each recipient of such a grant or award, and arrange for the recipient or recipient's institution to receive a check for the designated amount of the Grant, and specify to the recipient those conditions under which the grant is made. This program will be funded by the RA<<D>>~~>>C<<~~ budget, which will be supplemented by any portion of amount currently available from the Stone portion of the NSS Research Fund not needed for the Ralph W. Stone Graduate Fellowship Grants.

19-431 International Cooperation Fund 08-07-06:17, 0 4-04-92, 08-04-89, 08-07-87, 06-25-84, 10-29-83
The NSS International Support Fund is renamed the NSS International Cooperation Fund. The NSS International Cooperation Fund Policy is approved. The International Cooperation Fund agreement with the National Speleological Foundation is approved. (See Attachment I of Appendix C and Appendix I)

19-482 Sara Corrie U.S. Exploration Fund 07-30-18:18, 08-09-13:18, 03-23-02, 08-04-89, 07-13-90, 11-10-90

The purpose of the Sara Corrie U. S. Exploration Fund is to provide income to the Society for grants to fund group cave exploration in the United States. The fund was established through donations and is managed as a temporarily restricted quasi-endowment fund. Each fiscal year an amount up to 5.5% of the total fund value is used for this purpose. Grants should be very easy to obtain with a minimum of restrictions and paperwork. (See Attachment K of Appendix C and Appendix AG)

19-704 Educational Grants and Scholarship Committee 07-27-01

The Educational Grants and Scholarship Committee is created in the department of the Administra- tive Vice President, with the responsibility of administering or providing support for these programs.

19-706 NSS Cave Rescue Training Restricted Fund 03-17-18:5, 06-29-12:28, 03 23-02, 07-27-01

The NSS Cave Rescue Training Restricted Fund is established to provide scholarships to individuals to cover registration fees associated with cave rescue training administered by the National Cave Rescue Commission (NCRC), with the purpose of improving the cave rescue infrastructure. The fund consists of donations.

The contract with the National Speleological Society (NSF) to manage the Rescue Training Fund is accepted. Existing funds will be transferred to the NSF. (Attachment S of Appendix C.)

Selection of individuals to receive scholarships will be at the discretion of the NCRC. Scholarships will be awarded based on the potential of selected recipients to improve the cave rescue infrastructure at any level, including roles as individual rescuers or in leadership positions. The NCRC Board will establish criteria for the award of the scholarship. The NCRC National Coordinator may authorize payments from this fund with the approval of the NSS <<Executive>> ~~>>Administrative Vice President<<~~. The scholarship award may cover all or part of the registration fees (including food and camping) for a NCRC rescue training course chosen by the applicant. The Fund was established, and is periodically enhanced, by donors. The Fund is managed as a temporarily restricted quasi-endowment fund. Annually the Society may withdraw up to 5.5% of the total fund's value for this purpose.

19-732 International Cave Exploration Fund 03-15-03

The assets of the Joe Ivy Endowment for Cave Exploration are combined with those of the International Exploration Fund to create the International Cave Exploration Fund. The Joe Ivy Endowment for Cave Exploration fund and the International Exploration Fund are terminated. (See Attachment R of Appendix C)

19-798 Secondary and Post-Secondary Educator Grant 03-15-08:17

The Secondary and Post-Secondary Educator Grant is established as an act within Section 19 of the NSS Board of Governors Manual, and will be administered by the Research Advisory Committee with input from the Education <<Department>>~~>>Committee<<~~.
The Secondary and Post-Secondary Educator Grant is established for the purpose of investing in the future of karst science by supporting projects initiated by and/or overseen by educators of secondary students and post-secondary undergraduates. Proposals submitted for consideration will be reviewed by the Research Advisory <<Department>> ~~>>Committee<<~~ with input from the Education <<Department>>~~>>Committee<<~~. (See Appendix AL)

19-801 NSS Bat Research and Protection Grant 03-15-08:32
The NSS Bat Research and Protection Grant is created. The Grant program will be set up and administered by the Research Advisory <<Department>> ~~>>Committee<<~~, who will promote the program, solicit grant requests, review applications, award the grants, and ensure program guidelines are followed. The grant may be awarded for research projects or to fund projects to protect bats, including gates, signs, and literature. Non-scientific terms and conditions shall be set forth with the advice and consent of the <<Executive Director>> ~~>>Executive Vice President (EVP).<<~~ Grant recipients will be encouraged to publish the results of the funded research or details of the project in an NSS periodical. Copies of any paper(s) resulting from the research will be given to the NSS Library. The grant is funded by the NSS Bat Research and Protection Restricted Fund.

19-900 David F. Morehouse Fellowship for Geochemical Research of Carbonate Rocks 03-07-15:24
The David F. Morehouse Grants for Geochemical Research of Carbonate Rocks is established. This Fellowship, available to university students, will be administered by the Research Advisory <<Department>>~~>>Committee<<~~ (~~>>RAC<<~~<<RAD>>) and funded by the earnings of the Morehouse portion of the NSS Research Fund. It will be granted only in years when the accumulative growth of the Morehouse money is sufficient to issue a substantial grant, as determined by the <<RAD>> ~~>>RAC<<~~.

Cross References
18-367 Save-The-Caves Fund
18-800 Bat Research and Protection Restricted Fund
60-483 U.S. Exploration Committee
Act Section 63 Fund Raising Act Section 88 Research
Appendix C:
Attachments C, I, K, R Appendix I
Appendix AG Appendix AL Appendix AW

ACT SECTION 24 --- LEGAL

24-691 Legal Committee 11-04-00
The NSS Legal Committee is established in the department of the President. The purpose of the Legal Committee is to serve as a legal advisor to the Executive Committee and Board of

Governors, to locate outside counsel to represent or advise the Society if requested to do so by the Executive Committee, the Board of Governors, or an officer of the Society and serve as liaison with outside counsel. The committee will also work with grottos or regions to enact laws protecting caves and access to caves, maintain a list of lawyers who are willing to assist NSS members and landowners in cave-related issues, assemble a collection of laws and legal precedents to assist the Society support future cave litigation, and act as liaison to those pursuing legal activities in which the NSS has an interest. The committee is not expected to serve as legal counsel to the Society.

24-765 Legal Compliance 11-05-05
Individual Officers are authorized to adjust NSS activities to comply with federal, state, and local laws and regulations without additional Board approval, provided any single compliance effort does not cost more than $2,500 in any fiscal year. Compliance efforts that exceed $2,500 in any fiscal year shall require an amendment of the budget prior to implementation. The Officer shall report such actions at the next Board meeting.

Cross References
15-360 Contracts and Deeds
28-558 Non-Discrimination Policy
86-559 Cave Owner Liability
25-864 Record Retention Procedure
28-944 Anti-Harassment Policy
Section 9: OVP Department

ACT SECTION 25 --- BUSINESS OFFICE

25-030 Monthly Mailing 03-16-96, 11-18-72, 01-24-53

Changes of address and lists of new members and their addresses will be prepared each month and distributed as specified by the Operations Vice-President.

25-043 Grotto Directory 05-15-54
A directory of grottos, including their publications and the name and mailing address of the officer of each Grotto to whom communications should be addressed, shall be attached to the annual membership list.

25-228 Chapter Addresses 09-24-60
The Society shall not give out addresses of individual chapters for publication in permanent publications such as books, but only the address of the national office.

25-242 Second Employee 08-18-72
A second, permanent, full-time employee will be hired for the NSS office.

25-456 Archivist 03 16-96, 03-15-86
The position of Archivist is in the Operations Vice-President's Department. The Archivist will be responsible for organizing and maintaining the historical archives of the NSS at the office, for removing unnecessary duplicate material from the archives, for insuring that the NSS files of officers and committee members either are placed in the archives or are turned over to new officers or committee chairs, and for assisting NSS members with historical research as directed by the Operations Vice-President.

25-490 Temporary Office Help 11 02-96, 03-09-91
The NSS Office Manager is authorized to spend not more than $500 per year to hire temporary help when short term work loads exceed the capacity of the office staff and volunteer labor cannot be found.

25-565 Office Systems Committee 03-15-08:26, 11-06-04, 11 04-00, 03-18-95
The Office Systems Committee is established in the Operations Vice President Department. The committee is responsible for maintenance of the computer systems supporting the NSS Office functions.

25-783 NSS Mailing Policy 03-17-07:11
NSS e-mail and mailing label services will only be provided to NSS Internal Organizations, and upon approval by the Operations Vice President. A database of NSS members' e-mail addresses shall not be distributed, however the NSS may offer a service whereby the NSS delivers e-mail to the target audience without the e-mail list being made public. Permission for e-mailing and mailing label services may only be granted for caving related activities and issued for a one-time use, and may only be used for that project. NSS permission and NSS membership mailing information are not transferable to another individual or group for any other purpose ever.

25-829 Accounting System 11-07-09:19
The Operations Vice President (OVP) and the Secretary-Treasurer (S-T) are jointly authorized to spend up to $60,000.00 from the headquarters fund to acquire and implement a new accounting system for the NSS Office. Expenses may include purchasing of software and hardware, hiring consultants, and travel to the office. All expenditures will require the approval of both the OVP and the S-T.

25-864 Record Retention Procedure 03-07-20:13, 06-29-12:31
The Operations Vice President shall establish and maintain a Record Retention Procedure for certain corporate records beyond current use needs, according to regulatory, legal, financial, and operational requirements. The procedure shall be recorded in Section 9-4, Operations Vice President, of the Board of Governors Manual.

25-866 Purchase of AED for NSS Office 06-29-12:31
The NSS will spend up to $3000.00 to purchase two AEDs (Automated External Defibrillator) for the NSS office, and to train the office staff in their use. $100.00 from each hall rental will be set

aside until the units are funded. One will remain at the office at all times. The second will be available for onsite events, and taken to off-site events attended by NSS office staff.

25-883 Office Manager Position 03-15-14:18
The paid position of Office Manager is established in the Department of the Operations Vice President. The Office Manager shall be supervised by the Operations Vice President.

25-909 Corresponding Archivist 07-13-15:44
The position of Corresponding Archivist is established in the Archives Division of the Department of the Operations Vice President. The duties of the Corresponding Archivist shall include conducting searches of our Archival records and collections in response to inquiries from members and the public. The Corresponding Archivist shall report directly to the Librarian.

Cross References:
15-360 Contracts and Deeds
40-275 Historical Records
56-496 Surplus Convention Items
66-896 Information Technology Committee
68-908 Librarian
83-129 Information Booklet
86-049 Information Service
Section 9: OVP Department

ACT SECTION 26 --- REAL PROPERTY

26-466 Cave Registers 04-04-09:19, 6-30-00, 03-16-96,
04-04-92, 11-8-86, 6-27-86
The Administrative Vice-President shall monitor the use of NSS owned caves by using cave registers or other appropriate means.

26-515 Boy Scouts of America Guidelines 08-02-93
Any caving group conducted under the auspices of the Boy Scout of America using NSS-owned or managed properties is required to adhere to guidelines published in the BSA Leader's Handbook, the BSA Venture Caving Handbook, and the NSS Youth Caving brochure.

26-599 Cave Acquisition Policy 06-23-97
The Cave Acquisition Criteria Policy is adopted. (See Appendix L)

26-742 Kipuka Kanohina Cave Acquisition Grant 07-18-16:23, 10-22-11:18, 08-04-03
The NSS shall provide a grant of $5000 from the Cave Acquisition Restricted Fund to the Cave Conversancy of Hawaii for the purchase of Kula Kai Estates Subdivision, LOT #63 overlaying Kipuka Kanohina Cave.

An additional grant of $5,000 is approved to assist the purchase of another entrance to the same cave system.

An additional grant of $5000 is approved to help pay off a loan used to purchase three acres of land containing two entrances of the Kipuka Kanohina cave system, raising the total acre- age owned to 81.

26-746 Wayne Cave Acquisition Grant 10-18-03
The NSS shall provide a grant of $5,000 from the Cave Acquisitions Restricted Fund to the Indiana Karst Conservancy to support their purchase of Wayne Cave, Monroe County, Indi- ana.

26-760 Robinson Ladder Cave Preserve Grant 07-08-05
The NSS grants $5000.00 from the Cave Acquisition Fund to the Indiana Karst Conservancy, Inc. to support their purchase of Robinson Ladder Cave Preserve, Crawford Co., Indiana.

26-779 Dorothy D. Pruett Trust 08-07-06:16
The $18,298.83 bequest received from the Dorothy D. Pruett Trust shall be used to fund a matching grant to help retire the Great X mortgage.

26-808 NSS Nature Preserve <<Documentation>> ~~>>Categorization<<~~ 08-15-08:6
The ~~>>Administrative Vice President<<~~ <<Executive Director>> is directed to document the terms under which each of the NSS Nature Preserves or other real estate, became NSS property. This documentation will include information about how and when each property was acquired, whether donated or purchased; what costs were involved and how said payments were raised. The purpose of this documentation is to properly categorize each piece of real estate as an unrestricted, temporarily restricted or permanently restricted asset, in accordance with Generally Accepted Accounting Principles (GAAP). The >>AVP<< << Executive Director>>will report back to the Board on progress regarding this documentation at each board meeting until the documentation is complete.

26-876 Authorization to Engage Professional Services 08-09-13:28
The Operations Vice President is authorized to engage professional services to lease or rent NSS facilities at 2813 Cave Ave. Huntsville, AL. Any offer to sell, lease or rent shall be re- viewed by the NSS Legal Committee. Any offer to purchase must be approved by the Board of Governors.

26-899 Display Committee 03-07-15:19

The Display Committee is established in the Department of the Operations Vice President. The committee shall have responsibility for NSS displays at the NSS Headquarters. It shall set standards for such displays, establish and maintain a calendar for the displays, and shall develop any other procedures needed to provide for appropriate displays of a speleological nature suitable for Society members and the general public. The committee shall be chaired by the Archives Division Chief and membership shall consist of representatives of NSS ar- chive committees and salons. The committee shall determine criteria for selection of its repre- sentative members.

26-926 Buildings and Grounds Committee 03-25-17:7

The Building and Grounds Committee is established as a permanent committee under the of- fice of the Operations Vice President. A chairperson shall be appointed by the OVP and con- firmed by the BOG. Committee members shall be appointed by the chairperson. The OVP shall be an ex officio member of the committee. Effort shall be made to enlist members repre- sentative of the various grottoes in proximity to the HQ. Duties of the committee shall con- cern maintenance and improvements to the properties of the NSS located in Huntsville, AL. Duties shall include but are not limited to periodic maintenance, development of plans, ob- taining internal approval for capital projects, obtaining permits where required, and develop- ing a budget for planned expenses. Capital plans and budgets shall be submitted to the BOG for approval through the OVP. Periodic reports shall be made for inclusion with the OVP re- port to the BOG.

26-935 Divesting of Property 10-21-17:20

Any real estate donated, granted, or bequeathed to the NSS that is devoid of cave or karst features shall be the responsibility of the <<Executive Director>> ~~>>OVP department<<~~ to divest from the Society.

26-980 NSS Preserves Cave for Pay Policy 03-19-22:17

Consistent with Sportsman's laws and other applicable state statutes, the NSS prohibits individuals, businesses, or corporations from charging a fee to profit from visiting any NSS Nature Preserve. Operating expenses associated with educational classes and outreach programs hosted by the NSS, public and private schools, colleges, universities, non-profit organizations, Parks & Recreation programs, and conservancies may be permitted provided that the trips have educational and conservation goals inherent to the NSS mission. Individuals, businesses, or corporations must contact the preserve manager to receive authorization prior to visiting.

Cross References:
86-159 Boy Scouts
15-360 Contracts and Deeds

18-712 Cave Acquisition Fund
25-864 Record Retention Procedure
Appendix C, Attachment G
Appendix E, McFails Cave Report
Appendix L, Cave and Karst Acquisition and Grant Policy
Appendix Z, Writing a Cave Management Plan

ACT SECTION 27 --- SYMBOLIC DEVICES

27-131 Flag 10-29-88, 06-19-64
The official colors of the Society are carbide-flame yellow and cave black. The flag of the Society shall consist of the official NSS logo on a yellow background.

27-218 Sales Restrictions 03-15-14:15, 08-22-70 Symbolic devices of the Society shall be sold only to Society members and Internal Organizations by the NSS office, or by a delegated representative of the Society, and may not otherwise be purchased for resale.

The OVP may authorize the sale of items with NSS Symbolic devices, through NSS distribution channels, to non-Society members when such sales would further the goals of the Society. The OVP shall report any such authorizations to the Board.

27-255 Symbolic Devices 03-24-73
>>The adoption of<< <<Changes to>>symbolic devices <<are>> ~~>>is<<~~ subject to the approval of the <<Board of Governors>> ~~>>Executive Committee<<~~.

27-284 Derogation of Policies 08-16-74
Symbolic devices and other symbols of the Society shall not encourage the derogation of Society policies.

27-341 Symbolic Devices 11 06-04, 03-18-78
The use of the NSS logo is subject to the control of the NSS Executive Vice President.

27-410 Use of NSS Logo by Internal Organizations 07-01-83
Internal Organizations in good standing may use the NSS name, initials, and/or logo on letterheads or newsletters when it is incorporated as part of a broader design identifying the internal organization, without the approval of the Executive Committee.

27-837 NSS Identity Standards 03 23-13:12, 04-17-10:24
The NSS Identity Standards Document is accepted to describe proper and improper usage of the trademarked NSS Logo, similar approved logos, and logos that are no longer approved for use. NSS Identity Standards, v1.1 is amended to v1.2. See Appendix BB.

Cross Reference:
72-492 Lapel Pin

ACT SECTION 28 --- MEMBERSHIP - GENERAL

28-241 Dues 8-5-96, 8-18-72
Dues payments are not returnable or pro-ratable, except to adjust Family Member dues to the renewal date of the parent member, or to convert pre-paid dues for future years so as to allocate them to life membership or sustaining life membership dues.

28-286 Application Form 8-16-74
Application for any class of NSS membership may be made only on the form appearing in the official NSS membership brochure, on a facsimile thereof, or on other forms approved by the Executive Committee which are in conformance with all policies and acts of the NSS

28-300 Contributions 03-23-19:12, 07-30-18:25, 11-08-97, 3-18-95, 6-29-84, 7-2-82, 6-27-57
Members who contribute to the Society in addition to their dues are entitled to the following designations in appreciation of their contribution:

Amount	Designation
<$100	Contributor
<500	Supporter
<$1000	Friend
<$2000	Mentor
<$5000	Sponsor
≥$5000	Patron

The <<Chair of the Board>> ~~>>President<<~~, upon approval of the Board, may designate a member, institution, grotto, or other entity as a Benefactor of the NSS for lifetime, substantial financial contributions. A list of members recognized as Benefactors shall be maintained in Section Six of the Bog Manual.

28-334 Gift Memberships 3-16-96, 11 5-77, 8-5-77
Gift memberships or renewals may be given by NSS members in good standing. Ordinary membership rates apply.

28-389 Dues Structure 06-19-17:21, 03-25-17:12, 10-24-15:26 &27, 10-25-14:15, 08-09-13:30, 08-02-10:17, 11-08-08:12, 03-15-08:28, 11-06-04, 04-07-01, 07-12-99, 10-21-95, 04-04-87, 06-29-84, 07-20-82, 07-26-81
The dues of the Society as of March 30, 2017 are as follows:

Membership Class Reference Act 28-	Annual Dues
Regular 891 & 892	

$50.00
Regular*
892
$40.00
Family Regular
895
$13.00
Institutional
891 & 892
$110.00
*Receives electronic publications

Membership Recognition

Additional Fee
Life
893 & 894
$1000.00
Family Life
389
$500.00
Conservation - Regular
389 & 893
$100.00 plus Regular dues
Conservation - Life
893 & 894
$1000.00 plus Life Member fee

Persons living in the same household as a regular member may join the NSS as a Family Member and pay dues equal to 25% of the (paper) dues, rounded to the next dollar.

The spouse of a Life member who wishes to be recognized as a Life member shall pay a fee of ½ of the Life membership fee. In the event of a divorce from the Life member, the family member shall pay the remaining ½ of the Life member fee in effect at the time of initially becoming a Life member. A payment plan may be adopted at the member's request

Conservation Life Members will be Life or Family Life Members who pay an additional fee as provided by Act of the Board of Governors.

The difference between the dues for a Conservation Life Member and those for Life or a Family Life Member will accrue to the Endowment Fund. The expenditure for conservation and educational activities will be equal to or greater than the amount of the difference between annual conservation dues and regular member dues that were paid during the preceding fiscal year.

Family Life Members or spouses of deceased Life Members who contribute $1,000 to become Conservation Life Members will receive the status of ordinary life Members with all the privileges of a Life Member.

28-419 Membership Solicitation 02-25-84
The <<Executive Director>> ~~>>President<<~~, once a year, shall prepare a letter to the NSS membership summarizing accomplishments, goals, and current activities of the NSS. A copy of this letter shall be included with all dues renewal mailings and solicitations for new memberships made by the office.

28-432 Donations to the Foundation 02-25-84
Donations made to the National Speleological Foundation for funds managed by the NSF to support the goals and activities of the NSS shall be considered the same as donations made directly to the NSS for membership contribution status purposes. The NSF Treasurer is requested to send to the NSS President at least annually a list of all contributions to such funds and the amount donated by each individual. The NSS Office will note the contribution of each member in the membership records~~<<; the contribution status will be included in the next published MEMBERS MANUAL>>~~.

28-446 Life Membership Benefits 10 05-03, 06-28-85
<<To honor life members the NSS creates a specially protected membership card and a life membership certificate.<< ~~<<To honor life members the Operations Vice President shall create and maintain a specially protected membership card and a life membership certificate.>>~~

28-558 Non-Discrimination in Membership 10 21-17:5, 10-15-94
<<An individuals right to be a member, employee, or volunteer>>>>Membership<< in the NSS shall not be denied on the basis of the applicant's age, race, sexual orientation, gender, gender expression or gender identity, religion, disability, national origin, genetic information, pregnancy or maternity, or military status.

28-566 Membership Renewals 03-18-95
NSS dues renewal mailings shall contain a form on which members may state skilled services they are willing to volunteer to the NSS or its organizations.

28-607 NSS Convention Discount 07-19-17:26, 07-13-15:60, 06-29-12:27,07-27-07:14, 03-21-98
Effective September 1, 2007, people joining the NSS for the first time shall receive a non-transferable, non-replaceable New Member Discount Coupon worth the amount of our current regular

membership, applicable toward the full week registration fee for an NSS Convention. These funds shall be reimbursed to the Convention from the NSS Convention Surplus Fund.

28-633 Postage Surcharge 07-13-15:23, 07-12-99
The dues of members, or any subscriptions, with a mailing address outside the U.S. and U.S. Territories shall have a surcharge added to reflect the additional cost of mailing.

28-643 The Stephenson Group 03-23-19:11, 03-17-18:4, 10-23-99:24
NSS Members or Internal Organizations in good standing who:Contribute a cumulative of $10,000 to the Society, or Name the Society as a beneficiary under a will or living trust for at least $10,000., or Create a charitable remainder trust that names the Society as the beneficiary of at least 25% of the corpus of the trust are designated as members of the Stephenson Group. Membership in the Stephenson Group will include past donors and deceased members who have had funds contributed in their names. The Fundraising >>Department<< ~~<<Committee Chairman>>~~ is responsible for managing this program. Membership in the Stephenson Group will be designated on NSS National Convention name tags beginning in the Year 2000. A list of members of the Stephenson Group shall be maintained in Section Six of the Bog Manual.

28-743 Membership Committee 08-04-03
The Membership >>Department<< ~~<<Committee>>~~ is established >>reporting to the Executive Director<< ~~<<in the office of President>>~~. The Membership >>Department<< ~~<<Committee>>~~ will create and implement effective membership recruitment and renewal strategies and programs that will include, but are not limited to the following: developing programs to effectively reach out to non- member cavers; monitoring and evaluating membership figures; following up on requests by non- members for more information about the Society and caving; following up with members who do not renew to develop strategies for increasing the renewal rate; developing audiovisual programs for grottos on the NSS and the benefits of membership; maintaining an informative NSS web page for prospective members; and ensuring the quality and content of NSS membership brochures, applications, renewal forms, and new member information packets.

28-799 NSS Privacy Policy 10 21-17:11, 03-15-08:30
The NSS Privacy Policy is adopted. The policy is amended. See Appendix AX.

28-881 Membership Extension 11 10-18:29, 03-15-14:14
Members whose annual membership expires have 60 days to renew by paying the annual dues without causing a break in membership history. If after 60 days the member has not paid the dues, his or her membership is terminated and a new membership date will be established once dues are paid. If a member pays back dues from the original expiration date forward (not the original date plus the 60 days) up to 15 months, they will be deemed a continuous member and their membership date will not be changed.

28-891 Membership Classes 10 24-15:24, 10-25-14:6
The following Membership Classes are established, effective April 1, 2015.

Regular members are individuals at least eighteen years of age who have all the privileges of Society membership, including (but not limited ~~<<too>>~~ >>to<<) the right to vote, serve on Society committees>>, departments, commissions,<< and to serve on the Board of Governors.

Institutional members are organizations or corporations, but not individuals, which have all the privileges of regular members, except the rights to serve on the Board of Governors>>.<< ~~<<or as committee chairmen.>>~~

28-892 Dues 10-25-14:12
The Board of Governors shall establish dues for each membership class, and may provide for separate dues categories for members opting for different benefits, such as paper or electronic publications.

28-893 Membership Recognition 10-25-14:11
The following special Recognition Categories are established, and will be utilized in Society membership listings. They are supplemental designations, and confer no rights or privileges beyond the membership class, except as included here.

Regular Members who wish to be recognized as Life Members, may do so by paying an additional fee, as determined by the Board of Governors. Life Members are exempt from annual dues payments. A surviving spouse of a Life Member who is him/herself a Regular Member, is entitled to and shall be offered life membership status.

Regular Members who wish to be recognized as Conservation Members, to demonstrate their support of the Society's conservation goals, may do so by the payment of an additional fee established by the Board of Governors.

28-894 Membership Recognition Fees 10-25-14:13
The Board of Governors shall establish a payment plan for Membership Recognition fees. Annual Payment Fees for the Membership Recognition categories will be no less than 10% of the full fee, and the special designation will not be recognized until paid in full. Only Regular members shall be eligible for Membership Recognition under this Act.

28-895 Family Memberships 10 24-15:25, 10-25-14:14
The Board of Governors shall reduce dues for family members of Regular members living in the same household, and where the Regular member is the only individual receiving Society Periodicals.

28-943 Introductory Membership 11-10-18:25
The NSS shall offer a membership discount for any regular member under the age of 26 who pays after November 10, 2018. The discount will be equal to 50% of the regular electronic dues and will expire at the renewal after the member reaches their 26th birthday. A valid birthdate must be provided to receive the discount.

28-944 Anti-Harassment Policy 03 23-19:17 & 18, 11-10-18:27
The NSS Anti-Harassment Policy (Appendix BF) is adopted. ~~<<The policy is amended.>>~~

28-957 Code of Conduct 03-19-22:21, 22a, 07-25-20:10 Page 3.28.5 11-10-23 The NSS Code of Conduct (Appendix BJ) is adopted. A Code of Conduct Committee is formed under the Department of the President. The committee is charged with continually soliciting feedback and revising the Code of Conduct. Any revision to the Code of Conduct must be approved by the Board of Governors. This committee also reports an anonymized annual report for delivery to the president. The NSS Board of Directors will only act on official, written reports of direct and personal attacks in regards to the Code of Conduct. All complaints will be fully investigated and follow the policies and procedures outlined in this policy.

28-962 Preservation Network Membership 09-30-20:5
The Preservation Network Membership class is defined as: An organization, show cave business, or other entity that has agreed to participate in the Cave Preservation Network (CPN). This membership category is not intended for individuals. Members under this category have all the privileges of regular members, except the right to vote in society elections or hold elected office. Annually, one member of each CPN participating organization may use the NSS Convention discount<< as outlined in board Act 28-607>>. The strong fundraising aspect of the CPN negates the need for annual membership dues. Membership in this category will be available through nomination by the <<AVP>> >>Membership Department Head<< and approval by the <<NSS>> Executive >>Director<< <<Committee>>, and participation will be reaffirmed annually by the office of the <<AVP>> <<Membership Department Head<<no later than January 15th of each year.

28-966 Landowner Recognition and Discount 03-13-21:15
Private cave landowners will have the designation of “LO” behind their NSS number and will be eligible for a membership discount. Landowners who specify on their NSS Membership application or renewal form that they are a private cave landowner will be charged for regular membership with online access to the NSS News. The NSS Landowner Relations Network Committee will verify cave ownership and provide a code to the landowner that can be redeemed for a membership upgrade to annual membership with printed publications. Reimbursement for the upgrade will come from the line item for Landowner Relations in the budget via authorization from the AVP.

28-971 Sustaining Contributor Program 07-24-21:42
A regular monthly print and electronic membership class is approved. The cost of each monthly membership will include administrative costs for the use of credit and debit cards. Membership will extend for as long as monthly payments are provided. New members will be provided with an NSS number and all the rights and privileges of regular membership.

28-973 Regular Member Payment Plan 08-24-21:7
Regular monthly print and electronic membership dues may be paid with a credit card or debit card on a monthly auto-renewing basis. Monthly payments are calculated as the annual cost of

the membership plus administrative and processing costs divided by twelve. Membership will be extended for as long as a monthly payment is provided but must commit to being a member for a full year.

Cross References Bylaw I
25-043 Grotto Directory
02-072 Election Eligibility
50-782 Conservation Statement
72- All Acts
Appendix AX
Appendix BF
Section Six – Member Recognition

ACT SECTION 40 --- <<DEPARTMENTS AND>> COMMITTEES, GENERAL

40-275 Historical Records 08-15-08:10, 03-15-86, 03-23-74
All Society committees, permanent or temporary, should transmit their inactive correspondence files and historical records to the Archivist for permanent retention in the Society's archives. Committee chairs are urged to presort material and to send that which will be of permanent reference value, organized and filed by topics.

Officers shall review their files, including e-mail folders, for material they believe should be retained by the Society in the NSS Archives. Such material shall be transmitted to the NSS office for the attention of the Archivist. The officers shall ask all committees in their department to review their committee files and forward appropriate material to the Archivist.

40-348 Contributions 11-17-79, 06-23-78
Committees are authorized to solicit contributions to the NSS from the NSS membership and elsewhere to support their programs and activities. All such contributions must be accounted for in the NSS financial statements.

40-477 Use of NSS Letterhead Stationery 02-20-88
Guidelines are established for the use of NSS letterhead stationery. (See Appendix T)

40-488 National Cave <<and Karst>> Management Symposium Coordinator 03-09-91
The position of National Cave <<and Karst>> Management Symposium Coordinator is established~~>> in the President's Department<<~~. The Coordinator shall assist the National Cave <<and Karst>> Management Symposium Steering Committee and the organizations hosting each individual symposium.

40-498 Advertisement of Vacant Positions 08 02-10:18, 11-07-92
The <<Executive Director must>> >~~>responsible NSS officers will<<~~ advertise vacant positions in the NSS NEWS and/or NSS electronic media prior to filling the position.

40-544 Prohibition of Discrimination 10 11-17:4, 03-05-94
The Society shall not discriminate in its selection of <<volunteers>> >>officers, members of committees and commissions,<< or employees on the basis of age, race, sexual orientation, gender, gender ex- pression or gender identity, religion, disability, national origin, genetic information, pregnancy or maternity, military status nor shall it condone said discrimination by its internal organizations or NSS Activities.

40-924 Business Development Committee 10-29-16:17
The Director of Business Development position is established>> in the department of the president<<. The position <<is>> >>shall be<< responsible for developing business relationships with organizations for the purposes of sponsorship, advertisement, and other marketing efforts. >>The Director of Business Development will report directly to the president.<<

40-929 Show Caves Coordinator 03-25-17:16
The position of Show Caves Liaison is renamed Show Cave Coordinator and moved to the Cave Management Division >>in the department of the Administrative Vice President<<.

40-964 Volunteer Coordination Committee 11-07-20:25
The Volunteer Coordination <<Department>> >>Committee<< is established>> in the department of the president<<. The >>chair of this committee will be<< <<department head is>> known as the Volunteer Coordinator. This<<department>> >>committee<< is responsible for: identifying open positions in the society; recruiting members who are willing to volunteer; assisting >>officers<< with volunteer appreciation as needed. This<<department>> >>committee<< has no authority to place volunteers in open positions >>as that authority will remain with the relevant officer<<.

40-970 Geospatial Data <<Department>> >>Committee<< 07-24-21:40
This <<department>> >>committee<< will be in the Cave Management Division>> of the AVP Department<<. It will annually obtain a non-profit license for Geospatial Software and maintain/manage both spatial and tabular data for the society with this software. The intent of this data collection is for NSS preserve geospatial and science data to be maintained by this <<department>> >>committee<<. This <<department>> >>committee<< may also store data for partner organizations and/or affili-ated cave conservancies. The funding for this will come from the budget>> of the AVP and will be a line item. In 2021 the cost of this program is $250 but will fluctuate over time<<.

Cross References 03-141 Expenses
04-023 Agenda
15-019 Other Financial Operations
16-040 Budget Restrictions
16-084 Budget Requisitions
25-456 Archivist

ACT SECTION 41 --- AFFILIATIONS

<<NEW ACT>>
<<The Executive Director has the authority to negotiate organizational affiliations with other like-minded organizations. All MOUs, affiliations, or other formal partnership agreements must pass NSS legal review. The Society must not enter into MOUs, affiliations, or other formal partnerships without Board approval. The NSS liaison(s) responsibilities will be assigned by the Executive Director. The MOUs and other partnership agreements are listed in the relevant Appendix>>

41-038 Scope of Affiliation 3-5-05, 7-1-83, 6-17-64, 1-9-54
Where the goals of the Society are served by an association with another organization, an agency, or a coalition of organizations, and no obligation is assumed through this association that is contrary to the constitution or bylaws of the Society, the Society will seek to establish a formal affiliation. The NSS representative(s) to the other group/agency shall be approved by the Board of Governors. Recommendations for representatives shall be sought from appropriate committees and Sections. Such affiliations and Society representatives shall be listed in any regular directory of the Society. The representatives to each coalition shall submit regular reports as requested. Any change in the Society's commitment to an organization, agency, or coalition must be approved by the Board of Governors.

41-076 AAAS 3-16-96, 6-17-64, 2-2-57
The Society is an affiliate of the American Association for the Advancement of Science and the AAAS is an affiliate of the NSS. Representatives to the AAAS in the field of biology and the field of geology and geography are NSS committee chairmen in the Department of the Executive Vice-President.

41-430 American Geological Institute 3-5-05, 3-16-96, 10-29-88, 6-29-84
The National Speleological Society, in consequence of its purpose of supporting research in the geological sciences and in the conservation of geological resources, will seek membership in the American Geological Institute (AGI).

The Society appoints its Section of Cave Geology and Geography to act as its representative to the AGI and authorizes the Section to appoint delegates to represent the Society at AGI meetings. The NSS Board shall confirm such delegates and they shall be listed with the Executive Vice-President's Department.
Annual dues for Society membership in the AGI will be paid by the Society and included in the annual budget.

41-452 Bat Conservation International 10-26-85
The National Speleological Society will join Bat Conservation International as a contributing member. Dues for membership will be paid each year and included in each annual budget. Publications received from BCI will be sent to the NSS Library.

41-502 Liaison Committees 11-7-92
As Cooperating Agreements or Memorandums of Understanding are signed between the NSS and agencies of the federal government or other national or international organizations, a

Liaison Committee for each agreement shall be established in the Department of the President. The chairman of such a committee shall also be known as the NSS's Liaison to the other group. The Liaison shall be the point of contact through which official communications will flow between the NSS and the organization or agency. The Liaison Committees shall be responsible for implementing the provisions of the Agreements and Memorandums, including the promotion of policies that assist in protecting and understanding delicate cave resources and programs to improve relations between the agencies and organizations and NSS members.

41-601 Bat Conservation International MOU 11-08-97
A Memorandum of Understanding (APPENDIX AK) between the National Speleological Society and Bat Conservation International is approved.

41-756 NSS Liaisons 03-05-05
The role of an NSS liaison to another organization (including government agencies) is to ensure the Memorandum of Understanding (MOU) or other agreement between the two organizations is fulfilled and continues to be valid, and to enhance the effectiveness of efforts of either organization on matters of joint concern, including: seeking and promoting ways the NSS and the other organization can work together and pursue co-operative projects and programs; encouraging the influence and participation of the Society in the other organizations activities; being a conduit for information between the two organizations; and fostering NSS visibility among scientists, land managers, and non-members in cave and karst related fields reached by the other organization.

41-788 Karst Information Portal 07-27-07:29
The NSS shall support the development of the Karst Information Portal (KIP), including providing non-sensitive material from the NSS Library, publications and periodicals for inclusion in the Portal. This may include, but not be limited to, the NSS Library catalogue, and indexes, table of contents, and text of the NSS periodicals and publications as determined by the NSS Operations Vice President, Librarian, Library Committee Chairman, and editors of the NSS News and The Journal of Cave and Karst Studies, and within the scope of copyrights.

41-789 Karst Information Portal Liaison 07-27-07:30
The position of Karst Information Portal (KIP) Liaison is established in the department of the President.

41-850 United States Forest Service MOU 07 30-18:21, 04-02-11:4
The revised Memorandum of Understanding between the United States Forest Service and the NSS (Appendix AD, originally adopted 09-30-88) is approved.

41-871 NSS/ACC MOU 03-23-13:14
The Memorandum of Understanding between the NSS and the Appalachian Cave Conservancy, Appendix BD, is approved.

41-940 NSS/LTNA MOU 07 30-18:35, 37
The NSS accepts the Memorandum of Understanding (MOU), Appendix BE, between the National Speleological Society and the Land Trust of North Alabama to establish a partnership to foster the protection of caves and natural features, and to foster increased communication and cooperation between both organizations at all levels and authorizes the president to execute the MOU. The NSS-Land Trust of North Alabama Liaison position is created in the department of the President.

41-965 NSS/CCH MOU 03-13-21:5
The memorandum of Understanding between the NSS and the Cave Conservancy of Hawai'i, Appendix BL, is approved.

Cross References

56-810 Policy on Placing Convention Guidebooks on the Web
56-827 KIP hosting NSS Digital Archives
82-826 Speleo Digest on KIP
80-809 Policy on Placing the NSS NEWS on the Web
Appendices to the Acts: AA, AB, AD, AF, AH, AK, AM, AQ, BD, BE

ACT SECTION 43 --- AWARDS

43-116 Victor A. Schmidt Conservation Award 07-20-09:13, 07-08-05, 11-04-00, 03-18-95, 04-17-93, 11-07-92, 03-15-80, 06-23-75, 02-23-63
The Victor A. Schmidt Conservation Award is given annually to recognize outstanding dedication to cave conservation. The award may be given to one NSS member or to a pair of members who qualify equally for the award based on work they have done together. Names of candidates are solicited by the Awards Committee, and all candidates must have been members of the NSS for the two years prior to their nomination. Recipients are approved by the Board of Governors on the recommendation of the Awards <<Department>> ~~>>Committee<<~~, which will give preference to candidates who have not received Honorary Membership or the Outstanding Service Award.

43-139 Mitchell Award 10-24-15:12, 11-04-00, 10-26-85, 10-20-84, 3-15-80, 11-18-72, 11-14-64

The James G. Mitchell Fund was established in 1965 and is maintained by contributions to the National Speleological Foundation. Pursuant to the agreement with the Foundation, an award may be made for the best scientific paper presented at any of the sessions of the annual convention by a member (or members) of the Society. Papers shall be evaluated primarily on how well they exemplify sound methods of scientific research and presentation, and secondarily on their contribution to knowledge. The eligible papers shall be judged by an interdisciplinary panel appointed by the Awards <<Department>> ~~>>Committee<<~~ Mitchell Award Sub-<<Department>> ~~>>Committee Chairman<<~~ and shall include, if possible, a member of the

Research Advisory <<Department>> ~~>>Committee~~. The Award shall consist of a suitable certificate (or certificates in the case of multiple authors) and a cash award equal to the maximum $5 increment below the interest earned on the fund for that year and shall be announced at the annual convention.

43-246 Outstanding Service and Honorary and Membership Awards 03-07-15:32, 07-18-11:16, 03-16-96, 02-25-84, 08-18-72

The single annual recipients of each of the William J. Stephenson Outstanding Service Award and the Honorary Membership shall be selected by the Board of Governors from candidates submitted by the Awards <<Department>> ~~>>Committee<<~~, which shall be responsible for and limited to soliciting nominations and supporting material for the board's consideration and, if necessary, selectively reducing the number of candidates for one of the awards to no more than five. As stated in the membership bylaws, the Honorary Membership is for contributions to speleology broadly defined, and the Outstanding Service Award is for contributions to speleology and the National Speleological Society in particular. For the Outstanding Service Award, the <<Department>> ~~>>Committee shall<<~~ submit<<s>> only candidates who have been members of the NSS for at least the past two years. If the recipient of either award is not already a life member, the Society will pay to the Life Membership Fund the current life membership fee to support the life membership privileges received by the recipient. Each recipient will receive a certificate signed by the members of the Board of Governors.

43-368 Certificate of Merit 03-05-05, 07-05-91, 03-12-83, 11-17-79

The Board of Governors may, each year at the convention, award several Certificates of Merit, each for a specific recent accomplishment in cave exploration, study, or conservation or which furthers other goals of the Society. Ordinarily no more than three accomplishments should be honored each year. The awards shall be selected with the advice of the Awards <<Department>> ~~>>Committee<<~~. For each award, up to three individuals or organizations responsible for the accomplishment shall be named and presented copies of the certificate. If an individual recipient is a member of the Society, >>his<< <<their>> status as a Certificate of Merit recipient <<must>> ~~>>shall<<~~ be recorded in the Society's membership records.

43-374 Lew Bicking Award 07-20-09:14, 10-18-03, 11-4-00,10-20-84, 06-29-84, 02-25-84, 03-15-80

The Lew Bicking Award is given annually to recognize outstanding dedication to the exploration of a cave or group of caves. The award may be given to one NSS member or to a pair of members who qualify equally for the award based on work they have done together. Names of candidates are solicited by the Awards <<Department>> >>Committee<<, and all candidates must have been members of the NSS for the two years prior to their nomination. Recipients are approved by the Board of Governors on the recommendation of the Awards <<Department>> ~~>>Committee<<~~, which will give preference to candidates who have not received Honorary

Membership or the Outstanding Service Award. The award includes money from the Lew Bicking Fund. (See Acts 43-375 and 18-715.)

Lew Bicking Cash Award 03-15-80
The Lew Bicking Award will be the maximum $5 increment below the interest earned on the fund for that year. The balance of the interest shall be added to the principle.

Certificate of Appreciation 03-15-80
The <<Executive Director>> ~~>>President<<~~ is empowered to award Certificates of Appreciation to persons or organizations that have, by specific action, furthered a goal or several goals of the Society. The name(s) of the recipient(s) <<must>> ~~>>shall<<~~ be announced at the annual convention and the recipient ~~>>shall<<~~ receive<<s>> from the Awards <<Department>> >>Committee<< a suitably designed certificate, signed by the ~~>>President<<~~ <<Chair of the Board>>, which states the reason for the Award. The recipient may receive subsequent Certificates of Appreciation if the <<Executive Director>> ~~>>President<<~~ determines that additional awards are merited.

43-380 Fellowships 11-09-19:16, 07-30-18:27, 10-18-03, 8-4-03, 10-20-84, 2-25-84, 3-15-80

The Board of Governors, on advice from the Awards <<Department>> >>Committee<< according to the procedures in Appendix AU, annually selects Fellows of the Society. Recipients will be those members who, over a number of years, have exemplified by their actions their dedication to the goals of the Society or the Society itself. Recipients must have been members for a total of five or more years and must be members in good standing of the Society for at least the two years immediately prior to being nominated for fellowships. New Fellows will be announced at the annual convention and will receive a certificate signed by the President and the Chair >>man<< of the Awards <<Department>> >>Committee<<.

Peter M. Hauer Spelean History Award 07 27-07:13, 03-15-80

The Peter M. Hauer Spelean History Award is established to provide annually a cash award to be given to an individual or group of individuals engaged in an outstanding spelean history research project. The NSS American Spelean History Association shall select the recipient of this award. ~~>>The amount of the award shall be determined by the NSS Secretary-Treasurer and shall be paid pursuant to the Peter M. Hauer Fund agreement with the National Speleological Foundation.<<~~ The name of the Recipient <<is>> ~~>>will be<<~~ announced at the annual convention. The Chair >>man<< of the Awards <<Department>> >>Committee<< will notify, in writing, the recipient of the award and will enclose a check in the amount of the award.

Peter M. Hauer Award, Remuneration 03-15-80

The amount of the Peter M. Hauer Spelean History Award is not to exceed the maximum $5 increment below the interest earned on the fund for that year. The balance of the interest <<must>> ~~>>shall<<~~ be added to the principle.

43-391 Awards <<Department>> ~~>>Committee<<~~ Report 07-26-81
The Awards <<Department>> ~~>>Committee shall<<~~ submit<<s>> a written report to the Board following each National Convention listing all of the awards given that year. It is suggested that the rationale or subject matter of each award be included. A copy of the report shall also be submitted to the NSS NEWS for publication.

43-507 Science Award 07-20-09:15, 11 04-00, 04-17-93
The Science Award is given annually to recognize outstanding dedication to the scientific study of caves. The award may be given to one NSS member or to a pair of members who qualify equally for the award based on work they have done together. Names of candidates are solicited by the Awards <<Department>> >>Committee<<, and all candidates must have been members of the NSS for the two years prior to their nomination. Recipients are approved by the Board of Governors on the recommendation of the Awards <<Department>> >>Committee<<, which will give preference to candidates who have not received Honorary Membership or the Outstanding Service Award.

43-508 Spelean Arts and Letters Award 07-20-09:16, 11 04-00, 04-17-93
The Spelean Arts and Letters Award is given annually to recognize contributions to spelean arts and letters through artistic expression, management, or criticism. The award may be given to one NSS member or to a pair of members who qualify equally for the award based on work they have done together. Names of candidates are solicited by the Awards <<Department>> >>Committee<<, and all candidates must have been members of the NSS for the two years prior to their nomination. Recipients are approved by the Board of Governors on the recommendation of the Awards <<Department>> >>Committee<<, which will give preference to candidates who have not received Honorary Membership or the Outstanding Service Award.

43-681 Award Recipients 04-01-89
Only living people shall be selected for Society awards.
(This Act is out of numeric sequence because it was lost for many years.)

43-744 Awards <<Department>> ~~>>Committee<<~~ 08-24-21:3, 08-04-03
The Awards <<Department>> ~~>>Committee<<~~ is established <<under the Executive Director>> ~~>>in the Department of the President<<~~ and is responsible for administering the NSS Awards Programs as provided in other Acts and Bylaws. The Awards <<Department>> ~~>>Committee<<~~ will coordinate NSS award nominations and selection of recipients as noted in the bylaws and Section 43 of the Board of Governors Manual. The Awards <<Department>> >>Committee<< ~~>>will<<~~ advertise<<s>> the call for nominations from the NSS membership. Recipients ~~>>will be<~~< <<are>> honored at the annual awards banquet under the procedural administration of the Awards <<Department>> >>Committee<<. The NSS Awards <<Department>> >>Committee<< ~~>>will<<~~ select<<s>> the timing and deadlines for nominations of all awards and transmit all selections to the NSS Board of Governors for review and approval.<<The criteria

43-777 Fellow Pin 08-07-06:7

The NSS OVP shall develop a pin for Fellows of the Society and distribute pins to all current and future Fellow recipients free of charge.

43-913 Steve Hudson Cave Rescue Award 10-24-15:33

The NSS establishes the Steve Hudson Cave Rescue Award for service to the field of cave rescue. One such award may be made each year to recognize a person, a pair of members based on work they have done together, or a group who have made contributions to cave rescue, cave rescue training and/or the National Cave Rescue Commission (NCRC). The Steve Hudson Cave Rescue Award <<Department>> >>Committee<< (SH Award <<Department>> >>Committee<<) is established within the NCRC to administer this award. Administration includes, but is not limited to, soliciting nominations and supporting materials and providing appropriate notifications. The NCRC Board of Regional Coordinators (BORC) will select a recipient from candidates submitted by the SH Award <<Department>> >>Committee<< prior to the BOG's spring meeting. The selection is subject to BOG approval. The name(s) of the recipient(s) will be announced at the annual convention awards banquet and the recipient(s) will receive an appropriate certificate signed by the NSS <<Executive Director>> ~~>>President<<~~ and the NCRC National Coordinator. Recipient(s) will be recognized by an "SH" designation in the Members Manual. The NCRC will supply the certificate(s), a presenter, and cover any related expenses.

43-922 Landowner Certificate of Appreciation 10-29-16:12

A Certificate of Appreciation Award <<is>> ~~>>shall be<<~~ created for landowners. <<The>> number of awards given per year and requirements for the award <<are>> ~~>>shall be<<~~ determined by the Landowner Relations Network awards sub-<<department>> ~~>>Committee<<~~. Certificates are to be signed by the >>Administrative Vice President<<.<<Chair of the Board>>

43-923 Outstanding Landowner-Caver Relations Award 10-29-16:13

An award for Outstanding Landowner-Caver Relations will be awarded during the NSS Awards Banquet at Convention each year, and will be presented before our annual Awards <<Department>> ~~>>Committee<<~~ presentations. The award ~~>>shall<<~~ consist<<s>> of a plaque and an invitation to attend convention. Specific guidelines and requirements <<are>> ~~>>shall be<<~~ determined by the Landowner Relations Network awards sub-<<department>> ~~>>Committee<<~~. The >>Administrative Vice President<<<<Chair of the Board>> shall have final approval.

43-972 Group Conservation Award 08-24-21:4

This annual award recognizes the conservation efforts of an NSS Group or Internal Organization. The recipient <<is>> ~~>>will be<<~~ announced during the NSS Convention Awards Banquet. Candidates for the Group Conservation Award may be any of the following: an NSS Grotto or Region, an NSS Conservation Task Force, NSS Commission, Committee, Subcommittee, <<Division, Subdivision, >>Conservancy, Expedition, Project, Section, Survey, Affinity group, Institutional member, or a subunit or partnering organization of any of the above.

Any Internal Organization (IO) nominated for this award should be in good standing with the NSS. Any Group nominated for this award should have at least two participants in good standing with NSS membership. Nominations in the form of a letter of nomination or application summarizing the IO or Group contributions to cave or karst conservation should be sent to the NSS Awards <<Department>> >>Committee<< or submitted to the NSS Conservation Division Chief for consideration. The Awards <<Department>> >>Committee<< will forward the Group Conservation Award nominees to the Conservation Division. The Conservation Division will also accept nominations sent directly to the NSS Conservation Division Chief (CDC) and select the recipient for approval by the Board of Governors. The selection will be forwarded to the Chair of the Awards <<Department>> >>Committee<< for transmittal to the Board of Governors.

Cross References
19-378 Ralph W. Stone Fellowship Grants
19-379 Research Grants
Appendix AL
Appendix AU Section 6 Bylaw II.E.

ACT SECTION 46 --- CAVE FILES

46-052 Cave Names 6-29-84, 10-8-55
Official NSS guidelines on naming caves and karst features are established. (See Appendix Y)

46-103 Map Symbols 7-2-76, 6-27-75, 6-15-61
The list of cave map symbols prepared by the ad hoc committee on map symbols is adopted as the ``NSS Standard Map Symbols - 1976".
All NSS editors are urged to require the use of the basic (short) list of symbols; map draftsmen are encouraged to use the general (long) list of symbols as a reference when portraying less commonly shown cave features.
The NSS Section of Cave Geology and Geography is requested to appoint a committee to review periodically the NSS Standard Map Symbols and revise same with the consent of the Section.
The general (long) and basic (short) lists of map symbols are published in NSS Bulletin 41 (2) April, 1979.

46-214 Policy 3-20-82, 8-22-70
An official NSS Cave Files Policy is established. (See Appendix N)

46-435 NSS Cave Files Transfer 10-20-84
The Executive Committee is authorized to approve temporary transfer of NSS Cave Files data to Internal Organizations for the purpose of copying such data and returning it to the NSS Cave Files Chairman. The Executive Committee will determine the appropriate safeguards for transferring the data so that the original documents are returned safely and in good shape.

Cross References
50-198 Cave Management

ACT SECTION 47 --- CAVE BALLAD CONTEST COMMITTEE

47-392 Cave Ballad Committee Established 3-12-83, 7-26-81
An NSS Cave Ballad Committee is established in the Administrative Vice President's Department. The committee shall conduct an annual Cave Ballad Contest, judged according to criteria developed by the Committee, and present the entries at the annual convention. The committee may also produce records and cassettes and a Cave Ballad Songbook.

ACT SECTION 48 --- CONGRESS OF GROTTOS

48-146 Expenses 06-15-66
A special item should be included in the Society budget to cover the expenses of the Chairman of the Congress of Grottos. (See Appendix Q)

48-413 Report to the Congress of Grottos 07-01-83
The >>President<<<<Chair of the Board>> of the NSS ~~>>shall<<~~<<must>> report, at the opening of the Congress of Grottos, on the actions taken by the Board of Governors on the resolutions passed by the previous year's Congress of Grottos.

48-852 Congress of Grottos Organization 04-02-11:20
The Congress of Grottos resides in the Department of the President to facilitate communication between the Congress of Grottos (COG) and Internal Organizations (I/Os) and to maintain an archive through President's Reports of COG agendas, minutes, motions, and Board responses.

Cross References
Bylaw V.B
04-203 Congress of Grottos Section 16 Budget Appendix Q

ACT SECTION 50 --- CONSERVATION

50-054 Vandalism 6-27-86, 10-8-55
A public campaign directed toward members should be undertaken on behalf of cave conservation and definite action should be taken against any members found guilty of vandalism. Vandalism should be considered those actions as defined in the Cave Vandalism Deterrence Reward Policy, Act 50-395 (Appendix W).

50-086 <<Department>> ~~>>Committee<<~~ 3-16-96, 11-22-58
The Conservation <<Department>> ~~>>Committee<<~~ is a <<Department>> ~~>>Committee in the Department of the Administrative Vice President<<~~ <<under the Executive Director>>.

50-147 Conservation Month 10 20-84, 6-16-65

The month of February is designated as Cave Conservation Month.

50-152 Gates 11 21-81, 6-16-65
The Society believes that cave gates are one of several ``management tools'' which can be used to manage caves. If the installation of a cave gate should become necessary, the design of said gate should be such that the impact on the cave environment and cave biota is minimal.

50-198 Cave Management 11 8-86, 6-19-69
The NSS welcomes inquiries from government agencies about cave management, caves on public lands, requests for assistance in cave rescues, and any other problems involving caves.

50-238 Conservation Action 10 23-99, 3-31-71
Conservation Task Forces (CTF) are created by the NSS to focus on major local level cave conservation issues. The activities of NSS members who work together as a CTF are coordinated by the Conservation <<Department>> ~~>>Committee<<~~. The primary focus of CTFs is to address both short term and long term problems that can have an adverse effect on caves, karst and pseudokarst, and to take actions to protect the assets of caves, karst and pseudokarst. Primary CTF activities include but are not limited to: mitigating the effects of development; protecting caves, their inhabitants, and their contents; protecting karst aquifers; monitoring the impacts of cave visitation; working with private landowners and government land managers to protect caves and karst; and educating the public.

50-245 Cave Surveys 8-18-72
In accordance with the Society conservation policy, where it can be determined that publication of cave lists or surveys would lead to damage to caves before adequate protection can be provided, the Society will oppose such publication, and, to determine whether there is a potential danger from publication of a cave list or survey, upon request the Society Conservation <<Department>> >>Committee<<will solicit opinions from cavers and speleologists who are actively working in the caves involved, as well as from other persons, organizations, or governmental agencies who have some jurisdiction over the caves involved. The Conservation <<Department>> >>Committee<<will then prepare a report and recommendation for consideration and possible action by the Board of Governors.

50-262 Award Programs 6-23-73
The NSS formally opposes award programs which encourage visits to particular caves or groups of caves.

50-347 Explosives 6-23-78
The National Speleological Society opposes the indiscriminate use of explosives in cave exploration and encourages their wise and minimal use in ways which will minimize adverse impacts on the cave environment.

50-350 Circulars Distribution 6-23-78

Circulars relating to cave conservation, underground wilderness, bat protection, cave science and exploration, and NSS membership, as available, may be distributed to selected commercial caves on a regular basis, for public distribution.

50-355 Bat Policy 10-21-78
The NSS, recognizing the importance of bats in the ecosystem, promotes environmental management programs to protect and enhance the survival of bat species, encourages research on non-lethal methods of resolving human/bat conflicts, urges an end to the use of chemicals to kill bats, and encourages the United States government to establish a system to license all collection and marking of bat species. In order to carry out the intent of this motion, the Bat Subcommittee of the Conservation <<Department>> >>Committee<<shall communicate the NSS position to other concerned individuals and agencies and shall develop programs to educate the public to the ecological, scientific, and economic value of bats.

50-395 Cave Vandalism Deterrence Reward 3-23-02, 8-6-93, 8-7-92, 7-5-91, 8-4-89, 7-1-88, 4-4-87, 7-1-83, 3-12-83,11-21-81

The NSS Cave Vandalism Reward is established as detailed in Appendix W to the Acts. The NSS Cave Vandalism Deterrence Reward Commission <<consists of six members appointed by the chair. The Chair is appointed by the Executive Director.>> ~~>>, consisting of six members, nominated by the existing commission, appointed by the Administrative Vice-President, and confirmed by the Board of Governors, is established in the Department of the Administrative Vice-President to administer the reward.~~

~~The President shall appoint the Chairman of the Commission from among the commissioners for a term of three years. The Commission shall elect from its membership a Vice Chairman who shall serve until his successor is elected.~~

~~The Commission Chairman shall be responsible for managing the reward determination process, appointing subcommittees and regional coordinators as needed, reporting Commission activities to the President, and managing all other Commission business.~~

~~The Vice-Chairman shall assume the duties of the Chairman should the Chairman become incapacitated or resign. He shall perform all other mutually agreed upon duties as assigned by the Commission Chairman. The Vice-Chairman shall manage the determination process of any Commission reward if and when the Chairman declares that he has a conflict of interest in a specific reward.<<~~

Each Commissioner shall be responsible to:
Assist in determining if each reward request meets the criteria established by the Board of Governors.
Assist in determining the amount of each approved reward.
Assist the Commission in other Commission business as needed.

Regional coordinators may be appointed by the Chairman in order to facilitate and otherwise promote the work of the Commission in the various regions of the NSS.

The NSS Vandalism Deterrence Reward Commission shall cooperate with and encourage any other organizations interested in cave conservation that would supplement the NSS reward with additional funds under the same procedures as the NSS reward, including the possibility that the NSS reward administrative structure could be used to make the reward determination for all organizations.

The NSS Vandalism Deterrence Reward Commission shall cooperate, where practical, with local organizations or individuals wishing to make a one-time or one-event reward for a particular act of vandalism.

The NSS Vandalism Deterrence Reward Commission shall publish a regular notice in the NSS News to remind the NSS members of the reward, or combination of rewards if there are any. Votes to approve the payment must be made by majority affirmative vote of the commissioners. Commissioners are required to vote on each reward request unless the commissioner declares that he has a conflict of interest. Any commissioner having knowledge or reasonable doubt concerning the applicants eligibility for the reward must convey that information to the chairman of the commission upon receipt of the first ballot. The chairman may require a second ballot regardless of the vote on the first ballot if significant new information that might influence the result of the vote is received as a result of the initial mailing.

The minimum reward is $250 and the maximum $1000. Primarily, larger awards will be paid to qualifying persons who provided information that leads to a significant judicial decision, resulted in significantly increased public respect for the cave and karst environment, resulted in significantly increased public understanding of the desirability of cave and karst environmental conservation, or otherwise significantly contributed to furthering the mission of the NSS.
The Commission may also consider paying larger awards to qualifying persons who provided information that required significant personal risk or sacrifice, or demonstrated exceptional resourcefulness, creativity, or persistence.

The requirements for approval of the amount of payment of a reward are as follows:
1. A majority affirmative vote of all the commissioners for a given amount.
2. If no amount has the required majority affirmative vote, the chairman may either conduct another ballot of the commissioners or set the amount as follows:
    a. delete the highest and lowest amounts and take the mean of the votes of the remaining commissioners.
    b. the chairman may round the result to the nearest $50 increment.

The Society's official comments on land management plans for areas involving caves or karst will be submitted by the NSS Conservation <<Department>> >>Committee<<in coordination with the appropriate NSS liaison person or committee.

50-546 Excessive Use of Bolts in Lava Tubes 6-24-94, 3-5-94
The NSS Supports to efforts of the Oregon, Jefferson State College, and Willamette Valley grottos to restrict rock climbing using bolts and quick draws in caves of the Fort Rock Ranger District of the Deschutes National Forest, the Prineville Management Area of the Bureau of Land Management, and the Lakeview Management Area of the Bureau of Land Management. The NSS urges the agencies to protect these caves from further damage.

50-574 Pictograph Cave 3-16-96
The National Speleological Society supports the Rock Climbing Management Recommendations for Pictograph Cave proposed to the Prinevilee District of the Bureau of Land Management by the Oregon, Willamette Valley, Southern Oregon and Oregon High Desert Grottos. The plan calls for the restoration of Pictograph Cave by removal of bolted climbing anchors over a three year period. It is the desire of the NSS and the local grottos to establish a ALeave No Trace≅ management policy for future Pictograph Cave visitation.

50-584 Cave Conservancies <<Department>> ~~>>Committee<<~~ 11-02-96
The Cave Conservancies <<Department>> ~~>>Committee<<~~ is established <<under the Executive Director>> ~~>>in the department of the Administrative Vice President<<~~ to encourage all cave Conservancies and other persons and groups responsibly managing caves to affiliate with the NSS.
This <<Department>> ~~>>Committee<<~~will be proactive in promoting the NSS to Conservancies and other cave owners, as the major cave organization for providing cave management information, expertise and assistance. Cave managing organizations and persons may affiliate with the NSS as a conservancy by agreeing with the purposes of the NSS and applying in writing with the Cave Conservancies <<Department>> ~~>>Committee<<~~.

50-602 Mammoth Cave Restoration <<Department>> ~~>>Committee<<~~ 08 07-98, 11-08-97
The Mammoth Cave Restoration <<Department>> ~~>>Committee<<~~is established to administer and manage the Cooperative Agreement between Mammoth Cave National Park (MCNP) and the National Speleological Society.
The <<Department>> ~~>>Committee<<~~shall:solicit, select, and schedule the work of volunteers at MCNP, monitor the work of the volunteers,work with NPS staff to identify and accomplish specific restoration activities in MCNP, meet with MCNP staff on a periodic basis to review progress made under this Cooperative Agreement and identify ways in which the volunteers can be most effectively used, perform financial functions required to administer the agreement under the supervision of the Secretary-Treasurer, carry out other restoration duties that are specifically under the terms of the Cooperative Agreement.

50-636 Mammoth Cave Restoration Camps 10-23-99

NSS members <<are>> >>shall be<< given priority consideration for attendance at the Mammoth Cave Restoration Camps under the Cooperative Agreement between the NSS and Mammoth Cave National Park. The Mammoth Cave Restoration <<Department>> >>Committee will<< encourage<<s>> participants who are not NSS members to join the NSS.

50-782 Conservation Statement 11-04-06:14
The NSS Membership Application >>shall<< include<<s>> the statement: I support the purposes of the National Speleological Society and its Policy for Cave Conservation. I have read and understand the Policy for Cave Conservation and will uphold its fundamental >>principals<<<<principles>>. Please accept my application for membership .

50-890 Cave Biological Response <<Department>> >>Committee<< 07-14-14:24
The Cave Biological Response <<Department>> >>Committee<<is established within the Conservation Division>> of the Administrative Vice President s Department<<. This <<Department>> >>Committee<<is responsible for coordinating the NSS s response to biological threats to caves and karst.

50-916 National Cave and Karst Management Symposium <<Department>> >>Committee<< 03-19-16:14
The National Cave and Karst Management Symposium <<Department>> >>Committee<<(NCKMS) is formed <<under the Executive Director>> >>in the department of the AVP<<. The purpose of this <<Department>> >>Committee<<is to host a biennial symposium to promote, advance, and share concepts in effective management of cave and karst resources among like minded professionals.

50-960 Cave Preservation Network 09-30-20:03

The NSS Board of Governors recognize the NSS Cave Preservation Network (CPN). The CPN is a collaboration of the NSS, the National Caves Association (NCA), and numerous private cave owners. This program is meant to preserve caves and cave access. It strives to improve and expand the relationship between private cave owners and the NSS. In addition, the CPN works to educate the public about cave exploration, preserves, conservation, and research, as well as the merits of organized caving. Partner organizations of the CPN work to advance these goals through fundraising for the Cave Preservation Fund.

Cross References

07-281 Wild Cave Locations 18-367 Conservation Funds
19-321 Conservation Grants
28-286 Application Form
43-116 Conservation Award
83-280 Scientific Publication
88-480 Research Guidelines
88-493 Contemporary Cave Use Study Act Section 41 Affiliations

Appendix H: Policy for Cave Conservation Appendix AK: NSS-BCI MOU

ACT SECTION 56 --- CONVENTION

56-006 Advance Funds 11-08-08:17, 07-08-05, 03-16-96, 06-27-86, 08-18-72, 12-04-71, 05-22-48
The Convention <<Division>> >>Committee<<will be granted an advance to aid in organizing the Convention after their preliminary budget has been approved by the Executive <<Director>> >>Committee<<.

56-105 Registration 06-16-61
The Convention Chairman is instructed to enforce registration at the convention.

56-125 Convention Manual 07-14-14:23, 11-04-00, 04-04-87,10-11-75, 06-17-64
The Society ~~>>will<<~~ maintain<<s>> a NSS Convention Manual. The Manual ~~>>will<<~~ define<<s>> the responsibilities of the various organizations involved in conducting an NSS convention, and provide background information to guide the host organization in their planning process. The NSS Convention Manual will be maintained and distributed by the Convention Development <<Department Chair>> ~~>>Committee Chairman<<~~. The <<Chair>> ~~>>Chairman will<<~~ solicit<<s>> revisions and suggestions from convention staffs and those officers and <<Department>> ~~>>Committee<<~~involved in convention planning and operations at least once each year, and keep the manual updated with information received. Deviations from the guidelines in the manual must be approved by the Convention Development <<Department Chair>> ~~>>Committee Chairman<<~~. Any issues not resolved will be referred to the ~~>>AVP<<~~<<Executive Director>>, whose decision will be final. Current Acts of the Board, Appendices to the Acts, and ~~>>EC<<~~ administrative policies related to conventions will be incorporated in the manual.

56-189 Convention Guidebook 11-04-00, 08-18-72, 08-22-70,11-16-68
The size of the Convention Guidebook is to be 8-1/2 by 11 inches. The Convention Guide- book will be numbered autonomously from any other publication.

56-192 Surplus Revenue 03-01-69
Any surplus revenue from the Convention will accrue automatically to the NSS, regardless of the nature and number of other organizations cooperating in the conduct of the convention. Similarly, deficits in legitimate operating expenses entailed by the Convention Chairman, after planning his expenses as carefully as possible with the Administrative Vice-President and the Treasurer will be made up by the Society.

56-258 Convention Sites 03-23-73
It is recommended that convention sites be selected to move successive sites to widely separated locations.

56-267 Vendors 08-09-13:20, 03-15-03, 11-05-77, 11-03-73

A policy concerning vendors at NSS or NSS member-sponsored activities is established:
(1) The organizing <<Department>> >>Committee<<of an NSS activity may, at the <<Department's>> >>Committee<<discretion, welcome vendors at the activity as providing a service to the participants. Vendors will abide by any reasonable monetary and regulatory edicts.
(2) No vendor may use the name of the National Speleological Society for any purposes, without the permission of the NSS.
(3) The National Speleological Society or its representatives are not responsible, in any manner, for merchandise sold by vendors at NSS or NSS member-sponsored activities.
(4) It is recognized that the NSS has the authority to charge reasonable fees and establish certain regulatory measures for vendors operating at their activities.
(5) Non-profit 501(C)(3) organizations whose purpose aligns with NSS goals and is related to caves or caving activities will be allocated space, as available, at no cost to promote their organization provided their activities do not compete with vendors who paid for space.

The following recommendations are to be policy for NSS activities and are suggested guide-lines for member sponsored events:
(a) Provide facilities for the display and sale of products;
(b) charge an event registration fee to vendors and their helper(s);
(c) provide security to prevent theft while these areas are unattended;
(d) a flat-rate fee will be charged if the vendor is permitted to sell merchandise elsewhere at the activity
(f) the organizing <<Department>> >>Committee<<may judge the appropriateness of the items to be offered for sale and reject inappropriate items.
Such judging shall take place if any requests to do so are received from any member of the NSS.

56-274 Convention Bid Publication 03-23-74
Convention bids are to be circulated to all Board Members and to NSS organizations active in the vicinity of the proposed convention at least 30 days in advance of the meeting at which they are to be considered.

56-293 Convention <<Department>> ~~>>Committee<<~~Honorarium 10-21-17:17, 08 09-13:23, 7-27-01, 08-07-98, 11-16-74
A $3000.00 convention <<Department>> ~~>>Committee<<~~honorarium will be included in the Convention budget to recognize the <<Department>> ~~>>Committee<<~~s efforts and unreimbursed expenses to host the annual NSS National Convention. The honorarium will be granted when the following conditions are met:
All REMAINING Convention Merchandise due to the NSS bookstore has been received.
Financial reporting has been completed
All accounts are balanced and up to date
All income and expenses are reported in the NSS General Ledger format
The completed Convention QuickBooks file has been delivered to the NSS bookkeeper and Secretary-Treasurer

Convention statistics are reported to the Convention Statistician via a method agreed upon prior to Convention.
The Convention Finance Officer and <<Executive Director>> ~~>>Secretary-Treasurer<<~~ will determine when these items have been met.
$3000 if all the above items are completed within 90 days of the last day of the convention.
$2000 if all the above items are completed within 120 days of the last day of the convention.
$1000 if all the above items are completed within 150 days of the last day of the convention.
After 150 days, no Honorarium will be granted since a 150-day or longer de- lay will cause the society a delay in finalizing the books for the auditors.

The <<Department>> ~~>>Committee<<~~honorarium may be disbursed or used in any way that is deemed appropriate by the Convention Chair~~>>man<<~~.

56-304 Convention Proposals10-25-14:18, 03 21-96, 10-11-75
An informative article soliciting convention proposals shall be published in the NSS NEWS at least three years prior to that convention year. The article shall include an address to contact for bid forms and a copy of the Convention Manual for Annual Conventions. The preparation of such an article and the processing of convention proposals shall be the responsibility of the Convention Development <<Department>> >>Committee<<.

56-307 Convention Manual 11-04-00, 10-11-75
The NSS National Convention Manual shall require that convention <<Departments>> >>Committee<<consider carefully the environmental and socio-economic impacts of a convention and take whatever actions are necessary to mitigate adverse effects.

56-328 Convention non-commercial Displays 03-26-77
The Convention <<Department>> >>Committee<<may, at their option, accommodate non-commercial displays on cave related subjects from organizations outside the Society. It this incurs a cost, the Committee may pass this cost on to the outside organization.

56-337 NSS <<Department>> >>Committee<<Displays 11-05-77
The Board of Governors requests that the Executive <<Department>> >>Committee<<arrange for exhibits and displays from NSS <<Department>> >>Committee<<for use at conventions.

56-346 Convention Scheduling 06-23-78
The NSS National Convention <<Department>> >>Committee<<are requested to schedule no business meetings of sections concurrently with meetings of either the Congress of Grottos or the Board of Gover- nors.

56-412 Convention Bid Expenses 03 21-96, 07-01-83
The Convention Development <<Department>> >>Committee<<budget shall, beginning with fiscal year 1984-85, include $200 to be used to offset expenses of convention bidders that are not selected for the convention.

56-496 Surplus Convention Items 08 09-13:19, 08-03-92
The Convention <<Department>> ~~>>Committee shall<<~~ make<<s>> arrangements with the NSS Bookstore Manager for shipping to the NSS bookstore, at the convention's expense, all surplus guidebooks, programs, T-shirts, and related convention items within 30 days of the close of the convention.

56-539 Convention Insurance 07 12-04, 11-06-93
The NSS Insurance <<Department>> ~~>>Committee shall<<~~ obtain<<s>> NSS convention insurance for medical payments and liability for injury, death, or property damage for at least ~~>>one<<~~ <<two>> million dollars. This will be paid for out of convention revenue.

56-547 Convention Proposals Submitted to the Board 11-8-08:15, 08 09-96, 03-05-94
Offers to host NSS conventions may be considered by the Board no more than five years prior to the proposed convention.

56-548 Convention Scheduling 03-05-94
NSS Conventions shall be scheduled to avoid conflict with the International Union of Speleology Congress meetings when the UIS Congress schedule has been published prior to the scheduling of the NSS Convention.

56-552 Liability Waivers 06-24-94
Completion of a general liability waiver, approved by the NSS Legal <<Department>> >>Committee<<, will be required for participation at NSS Conventions.

56-576 Convention Deficiencies 10-25-14:19, 11-02-96
All persons making convention proposals should clearly identify any known deficiency in their proposal from the standards established in these acts, the Convention Manual, and significant traditions. The Chair >>man<< of the Convention Planning <<Department>> >>Committee shall<< immediately report<<s>> subsequent deficiencies to the Administrative Vice President. The Administrative Vice President will inform the Board of Governors of any significant and uncorrected deficiencies.

56-596 Junior Speleological <<Department>> >>Committee<< 06-23-97
The Junior Speleological Society <<Department>> >>Committee<<, in the Department of the Administrative Vice President, is responsible for the administration, content, and implementation of NSS youth educational and recreational activities, including youth activities at NSS conventions. The JSS <<Department>> >>Committee<<shall coordinate with the Convention Development <<Department>> >>Committee<<to determine the budgetary and facility support required from Convention <<Department>> >>Committee<<for JSS activities.

56-611 Convention Budgets 07 13-15:54, 08-07-98
All bids submitted for NSS National Conventions ~~>>shall<<~~ include<<s>> draft financial projections showing major expected expense and income categories. The Budget Template

<<must>> ~~>>shall<<~~ be approved by the Executive <<Director>> ~~>>Committee and must be adhered to in all Convention bids<<~~.

56-612 Convention Chart of Accounts 08-07-98
All NSS National Convention budgets shall follow the standard NSS supplied Chart of Accounts (COA) listing specific expense and income categories.

56-613 Convention Treasurer 08-07-98
The Chairman of the NSS National Convention is responsible for appointing the NSS Convention Treasurer. The NSS Convention Treasurer ~~>>shall<<~~ provide<<s>> financial reports to both the NSS Convention Chairman and agents of the NSS <<Executive Director>> ~~>>Secretary-Treasurer<<~~. The NSS <<Executive Director>> ~~>>Secretary-Treasurer<<~~.r is responsible for establishing financial process and reporting requirements for NSS Conventions. The Convention Chair>>man<<, or ~~>>his<<~~ <<their>> agent, must approve all convention expenses before payment.

56-614 Convention Budget Approval 11 08-08:16, 08-07-98
Within one year after the Board of Governors accepts an NSS National Convention proposal, the Convention Chair~~>>man shall<<~~ submit<<s>> a preliminary convention budget to the Executive <<Director (ED)>> ~~>>Committee (EC)<<~~ for approval. In the event that this approval is received more than eighteen months prior to the convention, the Convention Chair~~>>man shall<<~~ submit <<s>> a final budget to the <<ED>> ~~>>EC<<~~ for approval eighteen months prior to the convention. ~~>>The Administrative Vice President (AVP) shall include these budgets in his report to the Board following EC acceptance.<<~~ Subsequent revisions to the budget exceeding 5% must be approved by the <<Executive Director>> ~~>>AVP and the Convention Chairman<<~~.

56-615 Convention <<Department>> >>Committee<<Personal Expenses 07-30-18:23, 07 27-01, 08-07-98
All Convention Staff activities associated with preparation of an NSS National Convention are carried out on a volunteer basis. Travel related expenses (e.g., travel, lodging, meals) incurred by Convention Staff are not reimbursable except at the discretion of the Convention Chairman from the NSS approved Convention honorarium, after it has been disbursed. (See Act 56- 293.)

56-616 Final Convention Report 08-07-98
A final NSS National Convention report shall be submitted to the NSS Administrative Vice President for inclusion in his report to the Board of Governors at the Spring meeting following the close of the convention. The report should include a description of lessons learned as a result of the convention experience. A final NSS National Convention financial report shall be submitted to the NSS Secretary-Treasurer at the same time, for inclusion in his report to the Board of Governors. The Financial Report shall compare actual and budgeted income and expenses in accordance with the NSS Chart of Accounts.

56-624 Convention Bids 11-07-98

Acceptance of an NSS Convention bid by the Board of Governors will not occur at the same meeting of the BOG during which the bid is presented.

56-625 Convention Sites 07 12-99, 03-27-99
A representative of the Convention Development <<Department>> ~~>>Committee<<~~may receive reimbursement for travel expenses incurred, up to the amount budgeted by the Board, for travel to and examination of potential sites for future NSS National Conventions. A report on the suitability of the sites visited will be provided by the Convention Development <<Department>> ~~>>Committee<<~~Chairman to the Board following visits to these sites. Funds for this travel reimbursement will come from the Convention Surplus Restricted Fund.

56-631 Complimentary Convention Day Passes 07-12-99
The NSS Convention Chairs are encouraged to offer complimentary day passes for public relations purposes, particularly to those people involved in cave management, such as members of state and federal agencies and private cave owners, as well as government officials.

56-644 NSS National Convention Registration and Fee Policy 10-23-99
The NSS National Convention Registration and Fee Policy is adopted. (See Appendix AO)

56-654 Noise Level at Conventions from Amplified All Night Music 03-18-00
Convention Staff shall ensure compliance with all municipal and/or county noise ordinances. Convention Staffs shall enact effective measures to separate campground areas from those areas where amplified music is permitted. Convention Staffs shall ensure that quiet areas for campgrounds are designated and enforced. In the event sufficient separation of camp and party areas is not feasible, Convention Staffs shall set and enforce a curfew on amplified music.

56-683 Convention Auction Funds 11-04-00
~~>>Beginning in 2002 the NSS EC shall recommend the<<~~ <<Annual>> distribution of the undesignated proceeds from the ~~>>upcoming<<~~ NSS Convention Auction <<is determined by the Executive Director and advertised at the auction.>>~~>> as part of the annual budget process and report their recommendation at the spring board meeting for BOG review. Unless the Board moves to modify, such recommendation shall be implemented.<<~~

56-685 Sales of Convention Guidebooks by Vendors 07-13-15:28, 11 07-09:17, 11-04-00
Any vendor with a principal who is an NSS member may sell NSS convention guidebooks to NSS members if they have a current signed vendor memorandum of understanding on file at the NSS Office.

56-690 Convention Development Committee11-04-06:6, 11-04-00
The Convention Development <<Department>> >>Committee<<is established, reporting to the Administrative Vice President. The <<Department>> >>Committee<<is responsible for: a) soliciting from NSS internal organizations and members proposals to host an annual NSS Convention; b) visiting the proposed convention sites and working with the proposing

organization to prepare a satisfactory proposal; c) provid- ing its analysis of proposals submitted to the Board for consideration; d) after a host is select- ed, working with the host organization to help them take advantage of lessons learned from past conventions, guide their planning process, mentor key Convention staff members, and in- tegrate their efforts with other NSS committees who have an active role in NSS conventions;
e) maintaining and distributing the Convention Manual.

56-778 Convention Accident Insurance 11-07-10:14, 08-07-06:8
Conventions will self-insure against accidents to registrants up to $5000. Conventions ~~>>after 2011 will<<~~ budget <<a fee>> ~~>>$3<<~~ per registrant to cover costs.

56-810 Policy on Placing Convention Guidebooks on the Web 07-13-51:59, 03-31-12:18, 08-15-08:27
>>Beginning with the 2016 NSS Convention guidebook,<< Convention Guidebooks will be posted on the NSS web site members area two years after the conventions for which they were published. Convention Guidebooks will not be published on the Karst Information Portal without redaction of sensitive material.

56-818 Convention Budget Planning 07-18-16:11, 04-04-09:21
Convention budgets should include the provision for a modest surplus estimated as at least 10% of expected revenue from registration.

56-827 Convention Abstracts on the Karst Information Portal 11-07-09:14
The NSS will allow the Karst Information Portal (KIP) to host the digital archive of abstracts from NSS conventions. Furthermore, the NSS will allow abstracts from NSS conventions to be publically available on the KIP (pending specific redactions).

56-828 Convention Guidebook Sales 07-13-15:30, 11-07-09:16
NSS Convention Guidebooks may be sold only to current NSS members.

56-861 Redacting Convention Guidebooks 03-31-12:27
An NSS Convention Committee shall have the option of redacting portions of the NSS Con- vention Guidebook that it deems sensitive, before the guidebook' s publication on the web.

56-904 Policy on Placing Convention Guidebook Table of Contents on the Web 07-310-15:28
The Table of Contents for Convention Guidebooks will be posted on the Karst Information Portal web site.

56-910 JSS Convention Fee Reimbursement 07 30-18:39, 07-13-15:52
The registration fee for Convention attendees who will participate in the Junior Speleological Society (JSS) program as students will be set at the Accompanier or Student rate, whichever is lower. The Convention shall reimburse this fee to the JSS Chairman, minus any meal costs associated with the Howdy Party and the NSS Awards Banquet. Any shortage shall be

supplemented by the Convention Surplus Fund up to 10% of the monies collected for JSS at Convention. Any unused funds will remain in that year's convention account.

56-915 Convention Social Media Sites 03-19-16:7
Any Social Media sites which were created for the purposes of a given Convention, with the exception of traditional web pages, shall be deactivated within three months of the final day of Convention. Any imagery or content created and/or shared on these sites will be specifically made available for preservation by the Archives Committee. These social media sites, and their respective audiences, are considered to be property of the National Speleological Society. As such, any audience that was generated by the social media site shall, whenever technically possible, be merged into the equivalent social media site for the following year's event. The Social Media committee will be responsible for the implementation of this act.

56-933 NSS Event Registration 10-21-17:3
All NSS activities which require registration shall use a widely recognized and supported registration system which provides simple links to the NSS accounting and tracking programs, as specified by the Executive Committee.

56-934 Bookstore and Office Convention Expenses 10-21-17:15
Conventions >>shall<< budget reasonable and appropriate shipping and travel expenses for the NSS bookstore and staff to attend convention. Actual expenses >>shall<<<<must>> be reimbursed to the staff by the NSS office, and transferred to the NSS general fund by the convention through reconciliation at the close of the convention books. Convention staff should work with NSS staff to determine estimated costs prior to budgeting.

56-941 Convention Number Zero 07-30-18:44
Convention Number Zero will be granted in perpetuity to Richard (Dick) Blenz (5671CL OS- FE) in memory of his lifelong generosity to the Society.

56-942 Convention Steering Committee 11-10-18:21
The Convention Steering Committee is created in the office of the Administrative Vice-President. The committee shall consist of a chair appointed by the AVP and have a minimum of four other serving members, subject to reconfirmation every two years, two of whom shall be the previous two convention chairs. In addition, the AVP, the Secretary-Treasurer, and the Convention Finance Officer shall serve as ex-officio members of this Committee.

56-978 Convention Division Chief 03-19-22:13

The position of Convention Division Chief is established under the Administrative Vice President. This position serves as chair of the convention development and steering committee. All active convention staff, event planners, the JSS, and the NSS salons will report to this position. The division chief reports to the Administrative Vice President and submit the division report to this office 40 days prior to the spring, summer, and winter meetings of the Board of Governors

56-981 Registration Fee Supported Bookkeeper and Event Planner 03-19-22:25

Twelve percent of registration costs will be dedicated and used to hire >>a<< <<temporary>> professional bookkeeper<<(s)>> and <<a>> convention event planner. The bookkeeper will work for the <<Executive Director>> ~~>>Secretary-Treasurer<<~~. The Convention Event Planner will be directed and work for the NSS Convention Division Chief. The<<Executive Director>> ~~>>Secretary-Treasurer will<<~~ establish<<s>> the authority to establish bank accounts, accrue funds, account for income and expenses, and dispense funds for the conventions. The Convention Division Chief >>works under the AVP and<< is responsible for defining the role of the Convention Event Planner and will continue working with potential convention host grottos, city officials, vendors, and contractors for every convention. This cost will be included in the convention budget similar to the insurance cost. The additional income will be allocated for the sole purpose of a paid bookkeeper to manage concurrently operating conventions as well as the Convention Event Planner. In the unlikely event, there is an overage vs billed services, the money will be held in an account for conventions that are a financial loss. This takes effect for the 2024 convention.

Cross Reference
15-020 Bonding
43-246 Outstanding Service and Honorary Membership Awards 15-494 Federal Tax Identification Number
15-495
18-598
26-607
65-768
41-788
Tax ID reporting Requirements Convention Surplus Restricted Fund NSS Convention Discount
2009 International Congress Karst Information Portal
Act Section 25 Business Office
Appendix U Policy for Acceptance of Salon Entries
Appendix AO NSS National Convention Registration and Fee Policy

ACT SECTION 57 --- EDUCATION

57-556 Environmental Education Committee 10-15-94
The Environmental Education Committee is established in the Department of the Administrative Vice-President for the purpose of developing an educational program on caves to be taught at schools (kindergarten through high school) based on Project Underground.

57-619 Educational Opportunities in Speleology 08-07-98
Information about Educational Opportunities in Speleology will be provided by NSS Sections. Courses and workshops on speleology at NSS Conventions will be given by those NSS members who are qualified and have an interest in teaching such courses and work- shops.

57-868 Education Designation 10-27-12:19
Upon occupancy of the new NSS Headquarters the NSS will actively promote itself as an educational destination for school classes and students.

57-882 Educational Presentation Requirements 03-15-14:17
The NSS develops a series of presentations aimed at basic caving education and information on caves and karst for cities and civic groups regarding developing on karst by 2016.

Cross Reference
56-596 Junior Speleological Society
19-704 Educational Grants and Scholarship Committee
Appendix AM Memorandum of Understanding, Project Underground/NSS

ACT SECTION 58 --- EQUIPMENT

58-012 Equipment Acceptance 10-20-84, 1-14-50
The Society is empowered to accept any equipment offered to the Society as a gift. The Secretary-Treasurer is empowered to accept same in the name of the Society.

58-562 NSS Equipment Committee 3-18-95
An NSS Equipment Committee is established in the department of the Secretary-Treasurer to compile and maintain information on personal property owned by the NSS. Within the broad policies established by the Board of Governors and the Secretary-Treasurer, the Equipment committee shall establish control and disposal procedures for NSS personal property.

58-977 Donation of Vertical Equipment Collection 12-04-21:26
The NSS Board of Directors approves a non-binding agreement to accept the donation of Dr. Gary Storrick's vertical equipment collection and webpage along with funds to maintain and add to the collection upon his demise. The President of the NSS is authorized to sign the agreement. (See Appendix BQ)

ACT SECTION 60 --- FIELD ACTIVITIES

60-226 Society Activities 03-05-05, 10-23-99, 07-12-99,10-15-94, 08-04-89, 11-08-86, 10-29-83, 06-19-<<
Definitions and Policies are defined for various Society field activities in Appendix P to the Acts.

60-398 Co-sponsorship of Events 11-21-81
The Executive ~~>>Committee<<~~ <<Director>> is authorized to execute agreements with other organizations for the NSS to co-sponsor events that further the goals and purposes of the

Society. A decision to cosponsor an event >>shall<< <<must>> be reported >>by the President<< to the Board at its next regular meeting.

60-455 International Exploration Committee 03-16-96, 04 08-89, 03-15-86
The Exploration Committee is established in the Department of the Executive Vice-President to administer the Expedition Support Fund grant program. The committee was renamed the International Exploration Committee in 1989
.

60-462 Expedition Sponsorship Guidelines 11-08-86
Guidelines are established for Society sponsorship of speleological expeditions. (See Appendix M)

60-483 U.S. Exploration Committee 03 16-96, 04-08-89
The U.S. Exploration Committee is established in the Department of the Executive Vice President to administer the Sara Corrie Memorial Fund grant program.

Cross References
19-482 Sara Corrie Memorial Fund
19-732 International Cave Exploration Fund Appendix P

ACT SECTION 63 --- FUNDRAISING
63-423 Fundraising Fund 06-29-84
A Fundraising Fund is established for the purpose of paying expenses associated with general Fundraising. A portion of income from general Fundraising as determined by the Executive <<Director is>> >>Committee shall be<< allocated to this fund.

63-429 Fundraising <<Manager>> >>Committee<< 03-25-17:20, 10-05-02, 06-29-84
The Fundraising <<Manager>> >>Committee<<, a permanent <<role under the Executive Director,>> >>Committee in the President's Department,<< is responsible for:
Encouraging contributions to the various Society Funds<<;>> >>.<<
encouraging participation by Society members in contributing categories of membership<<;>>
>>.<< coordinating Fundraising efforts by committees, conservation task forces, and other authorized Society activities<<;>> >>.<< grants acquisition.

63-438 Valuation of Donations 03-23-85
Donors shall be responsible for any values assigned for tax contribution purposes to equipment, publications, real property, or other materials contributed to the NSS. The Society is not responsible for any such evaluation made by its staff or members.

63-463 Fundraising Organization 11-08-86
NSS funds are organized and grouped under the four following headings: General, Save-the-Caves, Exploration, and Research. These <<are>> >>shall<< collectively be known as the

Primary Funds. The main focus of the Fundraising <<Manager>> ~~>>Committee will be<<~~ is to solicit contributions to the Primary Funds. In addition, the existence of the various other funds (Secondary Funds) will be publicized and contributions specifically designated for these funds ~~>>will be<<~~ <<are solicited.>> ~~>>advertised as being welcomed also.<<~~

63-465 Fundraising for Specific Projects 11-08-86
Individuals, Committees, Internal Organizations, etc. may conduct Fundraising efforts on behalf of dollar-specific, goal-oriented projects benefiting the Society without obtaining permission from the Fundraising Committee. However, they are expected to report their planned and actual activities directly to the Fundraising Chair to avoid possible duplication by the Fundraising Committee. All solicitations on behalf of the NSS shall specify that donations shall be sent to the Society office. Primary responsibility for this type of Fundraising will rest upon those initiating it. The chair of the Fundraising Committee will advise and support upon request.

63-470 New Funds 04-04-87
Proposals for new funds <<must>> ~~>>shall<<~~ state the following:
The primary fund to which it belongs;
The level and duration of active Fundraising required by the Fundraising <<Manager>> ~~>>Committee<<;~~
The initial amount that is requested from the NSS;
The recipient fund for surplus or closing balances;
Fundraising solicitations will state these points to prospective donors.

63-489 Fundraising and Grant Proposal Expenses 10 5-02, 11-10-90
Expenses associated with a specific fund-raising effort <<are>> ~~>>shall be<<~~ paid from the resulting donations. Expenses associated with developing a specific grant proposal <<are>> ~~>>shall<<~~ be recovered from the resulting grant if allowed by the terms of the grant.

63-632 Credit Card Donations 07-12-99
The Society shall promote a program under which a person may authorize donations through periodic deductions from their credit card.

63-730 Grant Proposals 10-05-02
The President is authorized to seek grants for grant proposal concepts outlined in Appendix AT. The formal grant proposal and NSS implementation plan will be approved by the appropriate NSS Officer and distributed to the Board before it is submitted to potential granting organizations.

Cross References
28-300 Contributions
28-432 Donations to the Foundation Act Section 18
Appendix AT

ACT SECTION 64 --- INTERNAL ORGANIZATIONS

64-104 NSS Membership 6-19-71, 2-10-62, 6-16-61
The chair~~>>man<<~~ of the Internal Organizations ~~>>Committee<<~~ <<Department>> will enforce the policies as set forth in "NSS Policy for Internal Organizations" regarding the accepting of non-Society members or "accompaniers" within a Grotto through letter contact and, if compliance does not become a fact within a reasonable time, may revoke Grotto status.

64-145 Chartering
The Internal Organizations Committee in the Department of the Operations Vice-President is authorized to charter all Internal Organizations. This committee will be guided in its actions by the "Policy on Internal Organizations." (Appendix D)

64-162 Foreign Chartering 10-29-66
Internal Organizations may be chartered outside the U.S., provided that a tax disadvantage does not result to the Society.

64-177 NSS Membership 4-20-68
Grottos should be encouraged to have all members of their grottos be members of the NSS.

64-356 Membership Goals 6 27-86, 10-21-78
To implement the Society's membership goals chairmen of grottos are requested to speak about the National Speleological Society at all meetings. They are to urge non-members to join, ex-members to pay their dues, and require all officers of their grotto to be members of the NSS. The chairman will make certain that there are NSS membership applications available at all grotto meetings.

64-586 Internal Organizations 3-22-97
The Internal Organizations Committee is instructed to interpret strictly the requirement in Bylaw VII. E that the common interest of members of a Section be related to speleology.

64-587 Affinity Groups 3-22-97
The Internal Organizations Committee shall maintain a list of Affinity Groups, groups of at least ten NSS members that will foster the NSS goal of fellowship among those interested in caves but, unlike sections, with common interests of their members not directly related to speleology. Affinity Groups are not Internal Organizations and do not have the privileges and obligations of Internal Organizations, but they shall be listed in the Members Manual. The purposes of an affinity group shall be compatible with the purposes and policies of the NSS. The Internal Organizations Committee shall review applications for Affinity Group status.

Cross References
25-043 Grotto Directory
25-228 Chapter Addresses
Act Section 72 Membership Appendix D

ACT SECTION 65 --- INTERNATIONAL

65-048 International Meetings 10-16-54
The Board of Governors is in favor of international speleological and similar gatherings in general and officers of the NSS are empowered to take such actions of support as they deem necessary.

65-393 Delegates to the International Union 11-21-81
The <<Executive Director>> ~~>>International Secretary shall nominateand the President shall<<~~ appoint<<s>> one delegate and one alternate to the International Union of Speleology (UIS) to represent the United States. <<This delegate is known as the International Secretary.>> ~~>>The delegate and alternate must be confirmed by the Board of Governors prior to representing the United States at an International Congress.<<~~ The <<Executive Director>> ~~>>International Secretary shall<<~~ advise<<s>> the UID of the confirmed delegates prior to any International Congress.

65-394 Representatives to UIS Departments and Commissions 11-21-81
The <<Executive Director>>>>International Secretary shall nominate, the President shall<< appoint<<s>>~~>>, and the Executive Committee shall confirm<<~~ at least one but not more than two representatives to each department or commission of the International Union of Speleology. The International Secretary ~~>>shall<<~~ consult<<s>> the appropriate NSS Sections and Committees before making <<appointments>> ~~>>nominations<<~~.

65-603 Delegate to International Union 11-8-97
The NSS International Secretary shall be the United States Delegate to the Congress of the International Union of Speleology.

Cross References
19-431 International Support Fund Policy 56-767 2009 NSS Convention
64-162 Foreign Chartering
68-097 Foreign Societies Appendix I

ACT SECTION 66 - TECHNOLOGY

66-593 NSS Website Advertising 7-30-18:34, 10-24-15:17, 03-22-97
NSS websites may accept advertisements that comply with the NSS Advertising Policy. (See Appendix V)

66-684 NSS Information Technology <<department>> ~~>>Committee<<~~ 11-06-04, 11-04-00:13

The NSS Information Technology <<department>> >>Committee<< is established <<under the Executive Director>> >>in the Operations Vice President Department<< and is responsible for the NSS office and NSS website computer infrastructure. The <<department>> >>Committee<< will develop and maintain plans to evolve the NSS office and website information infrastructure to better meet NSS goals and take advantage of changing technology. >>The committee will work with NSS Secretary-Treasurer for information technology that relates to NSS accounting and fiscal functions. The committee is responsible for maintaining and updating the information infrastructure, but the content hosted on the infrastructure is the responsibility of the NSS office staff and appropriate NSS committees. The NSS Internet Committee (Act 66-592) is abolished and its functions incorporated in the NSS Information Technology Committee.<<

66-853 Policy for Posting to the NSS Website 07-18-11:10
The Policy for Posting to the NSS Website, Appendix AZ, is adopted.

66-859 NSS and CavingNews.com MOU 03-31-12:19
The Memorandum of Understanding between the NSS and CavingNews.com, Appendix BA, is approved.

66-865 Webinar Committee 06-29-12:30
The Webinar Committee is established within the Education Division of the Administrative Vice President s Department. The committee is responsible for developing and operating the NSS s web based multimedia outreach program for the benefit of its members and the general public.

66-874 NSS <<Department>> >>Committee<<, Convention, and Commission Websites 08-09-13:5
All NSS <<Department>> >>Committee<<, convention, and commission websites must <<use the caves.org domain or a sub domain of caves.org.>> >>physically reside within the caves.org domain.<<

66-896 Information Technology Division 10-25-14:17
The Information Technology Division is created in the Department of the Operations Vice President and shall consist of the IT Committee and the Office Systems Committee.

66-953 Caves.org Steering Committee 03-07-20:9 The NSS Caves.org Steering Committee is created in the Department of the Operations VicePresident.

66-954 Caves.org Address for Official NSS Business 03-07-20:11
All NSS >>Officers,<< Directors, <<Department>> >>Committee<< Chairs, Division Chiefs and employees, or other key volunteers as designated by those listed preceding, <<are>> >>will be<< assigned a caves.org email address to conduct official NSS business.

Cross Reference

25-565 Office Systems Committee 41-788 Karst Information Portal
56-810 Policy on Placing Convention Guidebooks on the Web 56-915 Convention Social Media Sites
80-809 Policy on Placing the NSS NEWS on the Web Appendix V
Appendix AZ

ACT SECTION 68 --- LIBRARY

68-005 Rental Fee 3-18-95, 4-2-48
The ~~>>Chairman of the<<~~ Library ~~>>Committee<<~~ <<may>> ~~>>will be allowed to<<~~ charge a nominal fee for the use of books.

68-022 Waiving of Rental Fee 3-18-95, 10-7-50
Requests concerning waiving of the rental fee on library books should be put into writing, giving reasons, and signed by the person requesting books, to be kept on file by the Chairman of the Library Committee.

68-026 Binding Periodicals 6-21-52
Five sets of all NSS periodicals (except Grotto publications) will be bound for the Library.

68-097 Foreign Societies 6 23-97:30, 6-24-60
The Operations Department is authorized to release, at the discretion of the Librarian, non-current JOURNALs and NEWSes to foreign speleological societies who forward their complete sets of publications to the NSS Library.

68-165 <<Library>> Policy 3 18-67, 11-14-64
~~>>The Society should have a Library and it should be in the overall plan for a<<~~ <<A library is an essential component of the>> National Headquarters. The Library is to be a collection devoted solely to speleology and closely related works and the existence of the Library is for the benefit of the members. ~~>>A paid, part-time librarian should be considered for the future.<<~~

68-268 Exchange Agreements 6 23-97:30, 3-23-74
The Editors of the NSS NEWS, the JOURNAL, and the NSS Librarian are permitted to enter into exchange agreements between the NSS and other publications, subject to the approval of the Executive Committee. All exchange publications that are received will be retained by the Society and will be forwarded to the Library for cataloging and shelving.

68-424 Publications Lending Library 6-29-84
A Publications Lending Library is established at the office to be administered by the staff. Materials in the Publications Lending Library shall consist of publications donated to the main library which result in the number of copies of any specific publication in the main library exceeding two. Materials in the Publications Lending Library shall be lent only to NSS members in good standing.

68-440 Publications Lending Library 3-23-85
Policies and procedures for the Publications Lending Library have been established. (See Appendix K)

68-560 Duplicative Materials 3 16-96, 3-18-95
The Operations Vice-President is authorized to loan duplicative material in the NSS Library to other speleological libraries provided that the loan is made under a written agreement that requires the materials to be preserved and returned upon request. The OVP is authorized to sell, loan or give away duplicative readily available speleological material not required by the NSS Publications Lending Library and non- speleological material.

68-622 Library Donations 11-07-98
The NSS Library may not accept donations or gifts with stipulations or conditions unless a suitable endowment accompanies the donation. The Library, with the approval of the <<Executive Director>> ~~>>OVP<<~~, has the right to donate, sell, auction, or give away any book or item in its inventory as necessary for the maintenance of the library, unless an endowment accompanies the item.

68-738 NSS Library Goals 03-15-03
It is the goal of the NSS to make the NSS Library more accessible and valuable to NSS members by providing members Internet access to:
A digital catalog of all books, periodicals and other items in the library with an on-line search engine that allows Internet users to search the resulting data base for key words in the publication s author, title, subject, publisher, date of publication/copyright fields to determine what publications may have the information sought and whether those publications are in our library.
A searchable index of topics covered in each issue of the NSS News, NSS Bulletin, Journal of Cave and Karst Studies, and Speleo Digest
A search capability for A Guide to Speleological Literature of the English Language (with permission of copyright owner).
A digital (pdf, Adobe e-book, etc.) Collection of publications for which the NSS has copyright permission (Journal of Cave and Karst Studies, NSS News, Speleogenesis, Cave Minerals, On Call, On Rope, On Station, Caving Basics, etc.)
which members can download for a specified period of time.

68-739 NSS Library Collection Guidelines 03-15-03
The NSS Library collection guidelines are, in priority order:
NSS publications.
NSS Internal Organization publications.
Scientific and technical publications on cave related topics and caving activities.
Publications on caves and karst in the United States and related activities.
Publications on caves and karst in North America and related activities.

Other publications and documents on caves and karst and related activities. The principle focus is collecting publications in the English Language.
The NSS Library committee chairman or his designated agent is responsible for deciding which specific publications to acquire.

68-751 On-Line Library Committee 03-20-04
The On-Line Library Committee is established in the Operations Vice President s Department to make the NSS Library more accessible and valuable to the NSS members by providing members Internet access to:
A digital catalog of all books, periodicals, and other items in the library with an on-line search engine that allows Internet users to search the resulting data base for key words in the publications author, title, subject, publisher, date of publication/copyright fields to determine what publications may have the information sought and whether those publications are in our library.
A searchable index of topics covered in each issue of the NSS News, NSS Bulletin, Journal of Cave and Karst Studies, and Speleo Digest.
A digital (PDF, Adobe e-books, etc.) Collection of publications for which the NSS has copyright permission (Journal of Cave and Karst Studies, NSS News, Speleogenesis, Cave Minerals, On Call, On Rope, On Station, Caving Basics, etc.)
which members can download for a specified period of time and other cave-related material which the NSS has permission to distribute electronically.

68-780 Library Donation to UISK 11-04-06:8
The NSS will donate one copy of NSS-published books in stock in the NSS Bookstore to the Ukrainian Institute of Speleology and Karstology to aid in replacing the library destroyed by fire. Additionally, the NSS will endeavor to acquire donations of issues of the NSS News and the Journal/Bulletin to complete two sets of back issues, and send to the Institute. The NSS will cover the cost of shipping the publications to the Institute, up to $2000. The Operations Vice President will be responsible for coordinating these projects.

68-846 Regional Library Affiliation 11-07-10:11
An organization with a cave library may affiliate with the NSS as an NSS Regional Library by agreeing with the purposes of the NSS and applying in writing with the Library Committee. The Library Committee will establish the standards for acceptance as a Regional Library.

68-875 Name of NSS Library 07-30-18:13, 11-09-13:8, 08-09-13:25
The NSS Library shall be named the Russell and Jeanne Gurnee Memorial Library of the National Speleological Society.

68-908 Librarian Position 07-13-15:41
The position of Librarian is established within the Archives Division of the Department of the Operations Vice President. The duties of the NSS Librarian shall include responsibility for the

maintenance, care and cataloging of existing printed or published historical materials as well as the acquisition of significant printed or published material that may become available.

Cross References

18-525 NSS Library Restricted Fund
18-726 Income from NSS Library Book Sales
41-788 Karst Information Portal
76-849 Collections Policy
Library Trust Fund (Appendix C, Attachment P)
Section 25 Business Office

ACT SECTION 72 --- MEMBERSHIP

72-033 Life Membership 04-10-53
No credit will be allowed for past contributions to the Society on Life Membership unless it was specifically designated that the contribution was to be toward a Life Membership at the time it was made.

72-092 Promotion 03-23-13:17, 06-09-60
Consistent with the Strategic Plan, in order to encourage recruitment of new members, the following program will be undertaken:
(1) Increase organizational presence in all available forms of media, online or otherwise. This will specifically include non-NSS organizations.
(2) Endorse and promote interest in caving trips, field trips and expeditions at the Grotto, Regional, and National levels.
(3) Engage commercial cave owners with the specific intention of developing active promotional partnerships. These partnerships should emphasize "win-win" opportunities, and be designed to offer specific benefits to NSS members, as well as allow distribution of NSS- developed and NSS-published materials.
(4) Discouraging restrictive membership practices at the local levels, which can discourage new members from applying;
(5) Encourage more public and private libraries to subscribe to NSS publications;
(6) Actively seek out opportunities to feature the NSS in broadcast media, such as TV, radio and periodicals;
(7) Promote better public relations at all organizational levels;
(8) Improve photo salon. Provide means for commercial distribution.
(9) Encourage scientific membership by distribution of research papers and similar publications, and;
(10) Acquire a film library of Society owned copies of films and educational material, and allow for active distribution among internal organizations.

72-239 Recruitment ` 03-23-13:18, 08 16-74, 08-18-72

The NSS undertake active recruitment of new members from among the caving public, subject to the following criteria:
(a) Recruitment efforts will occur at all levels of the organization, under direction of the Public Relations Division Chair, with oversight from the President;
(b) Membership recruitment practices shall at all times be consistent with the Society s policies on cave conservation and caving safety;
(c) The NSS recognizes that the majority of its members enjoying caving as an avocational activity, and that cave visitation with the sole purpose of visitation and recreational enjoyment is a worthwhile activity, when paired with best practices and awareness of the potential impacts of cave visitation, and;
(d) All recruitment efforts shall include opportunities to provide education, safety, and best practices -- including decontamination -- to achieve sustainable cave visitation and enjoyment policies for all cavers, NSS members or otherwise.

72-352 Membership Drive 03-23-13:19, 03-15-80, 08 10-79, 06-23-78
In order to improve our financial position, improve membership services and publications, and increase support for research and conservation, it is the goal of the NSS to increase its membership as rapidly as possible by all means consistent with the Strategic Plan and Mission of the Society

72-492 Lapel Pin 03-23-13:11, 03-18-00, 03 16-96, 04-04-92
The National Speleological Society will prepare special lapel pins, in yearly increments determined by the Executive Committee to be distributed free to members of the Society for recognition of their length of membership. To the extent possible, membership pins for 50 years and beyond will be distributed at the Awards Banquet at the Annual Meeting.

72-757 NSS Membership Strategies 11-07-09:23, 03-05-05
Strategies to promote and advertise NSS Membership by any committee of the NSS in non-caving publications must be approved by the Executive Committee before implementation. The NSS reaffirms its commitment to follow Act 72-239.

Cross References Section 28 All Acts
09-867 NSS Strategic Plan 41-038 Scope of Affiliation 64-177 NSS Membership
64-356 Membership Goals

ACT SECTION 76 --- MUSEUM

76-283 NSS Museum of Speleology 03-20-04, 03-16-96, 08-16-74
A permanent committee is established in the Operations Vice President's Department to be known as the NSS Museum of Speleology. It is responsible for collecting, cataloguing, and photo documenting the NSS Museum collection. In addition, the committee will oversee the creation and maintenance of a virtual museum to be maintained on the NSS Web Page as well as pursuing a vision for future housing and permanent display of the collection. The committee

will endeavor to establish a secure display of a portion of the museum at each NSS national convention.

76-340 Museum Collections 11-05-77
The NSS Museum of Speleology shall consist of public displays and study collections. Public displays of geological, biological, or archaeological items must be specifically authorized by the Executive Committee.

76-811 Relocation of the NSS Speleo-Museum Collection 08-15-08:30
The Operations Vice President (OVP) is directed to relocate the NSS Speleo-Museum collection to a climate-controlled facility. The OVP is authorized to spend up to $5,000 for relocation expenses.

76-812 Inventory of the NSS Speleo-Museum Collection 08-15-08:31
The Operations Vice President (OVP) is directed to arrange for a proper inventory of items within the NSS Speleo-Museum collection within a climate-controlled facility. The OVP is authorized to spend up to $7,500 to pay a contractor to conduct a proper inventory of the collection.

76-813 Archival Housing of the NSS Speleo-Museum 08-15-08:32
Collection The Operations Vice President (OVP), with the advisement and recommendations of an expert contractor, is directed to arrange for the proper archival housing of items within the NSS Speleo- Museum collection within a climate-controlled facility. The OVP is authorized to spend up to $7,500 to pay for the archival housing.

76-831 Museum Donations 11-07-09:25
All items donated to the NSS Museum collection will be deemed to be restricted for use by the Museum only, unless explicitly stated otherwise in the donation documents. The Museum Committee may, with the approval of the OVP, donate, sell, auction, or give away any item in its inventory, unless explicitly restricted to the contrary, and the proceeds from such disposal will be placed in the NSS Museum Restricted Fund.

76-849 NSS Collections Policy 11-07-10:20
The NSS adopts the following collections policy:
The NSS maintains collections of items of speleological interest to preserve them for posterity and make them available for the enjoyment and edification of those interested in caves, karst and environmental issues.
The Operations Vice-President will designate a committee to be responsible for the maintenance, cataloging and growth of each collection. Collection committees may be responsible for one or more collections.

In accordance with FASB Accounting Standards codification (ASC) 958, the NSS has elected not to capitalize its Collections. Collections are evaluated at the time of their acquisition and carried as footnotes in the NSS Financial Statements.

NSS Collections are permanently restricted. Collection items deemed surplus by the responsible committee may be sold, but proceeds may only be used to further the Collection. Donations to collections are assumed to be so restricted unless otherwise specified by the donor.

The NSS Library, NSS Museum, and NSS Photo-Archives are officially designated as NSS Collections.

76-857 Archives Division 10-22-12:9
The Archives Division is created in the Department of the Operations Vice President and consists of the following: Archives Committee, Cave Files Committee, Photo & Slide Archives Committee, and Speleo-Museum.

ACT SECTION 78 --- PHOTO ARCHIVES

78-220 Photo Archives Committee 3-16-96, 11-7-70
A permanent committee, to be known as the Photo Archives, is created and placed, for administrative purposes, within the department of the Operations Vice-President. The purpose of the Photo Archives shall be to maintain, protect, and catalogue all photographs (including negatives, prints, slides, films, etc.) owned or copyrighted by the NSS, Inc. toward establishing a permanent historical record of American Caves. The contents of the Photo Archives shall be accessible for exhibition or reproduction to all committees and members of the Society and in response to approved inquiries from others, subject to appropriate copyright, credit, and fee regulations.

Cross Reference:
76-849 NSS Collections Policy

ACT SECTION 79 --- SALONS

79-554 Salon Committee Chairman 10-23-99, 03-22-97, 03-18-95,03-10-90
The position of Salon Committee Chairman is established in the Administrative Vice- President's Department as a committee chair to coordinate NSS Salons and promote art related to caves and caving. Within the broad policies established by the Board of Governors and the Administrative Vice-President, the Salon Chairman shall establish goals and standards for all NSS salons and guide their implementation. NSS salons are subcommittees reporting to the Salon Chairman who is responsible to the Administrative Vice-President. Appendix U states the policy for accepting and judging entries. The Salon Committee may sell Salon entries, with the permission of the artist, during their exhibition at convention, through the NSS Bookstore or through the NSS web site.

79-682 Policy for Acceptance of Salon Entries 11-04-00

The NSS Salons shall seek the best art related to caves and caving for display at national NSS Conventions and in Society publications as a benefit for NSS members. In order to achieve this goal the NSS Salons shall be conducted to encourage the best artists to compete for awards regardless of membership status.

Cross References
18-530 Salon Restricted Fund
18-862 Photo Salon Equipment Fund Appendix U

ACT SECTION 80 --- PUBLICATIONS – NSS NEWS

80-010 Editor Instructions 03-12-83, 10-01-49
The editors of all NSS publications will be instructed not to print articles describing in a favorable light actions which are contrary to policy, such as safety violations, vandalism, etc. As scientific collecting is professional, selective, and minimal the editors of all NSS publications will be instructed to refuse all articles and advertisements that would tend to encourage indiscriminate collecting of biological or geological specimens.

80-178 Advertising Income 07-13-15:46, 03-21-98, 06-23-97, 07-21-95, 08-21-68
The advertising income of the News shall accrue directly to the News account. Journal income from voluntary page charges shall accrue directly to the Journal account. The advertising income of the Members Manual shall accrue directly to the Members Manual account. The total Operations Budget for the committee reflects the amount the committee is authorized to spend during the fiscal year.

80-179 NSS NEWS Subscription Rate 03-19-16:13, 07-13-15:47, 03-05-05, 10-23-99, 06-23-97, 06-24-94, 04-04-87, 7-2-82, 03-15-75, 03-23-74
The subscription rate for the NSS NEWS sent to domestic address is set at 100% of the regular membership dues, rounded to the nearest dollar. International rates are regulated by Act 28-633.

80-295 Overprinting 07-13-15:48, 06-27-86, 02-25-84
Regular issues of the NSS NEWS will be overprinted by approximately 100 copies to provide copies for future sale and complementary distribution. Special issues (such as the American Caving Accidents issue) may be overprinted by approximately 10%.

80-467 NSS Print Publication Advertising Policy 07-30-18:33, 11-09-91, 11-08-86, 10-20-84
NSS print publications may accept advertisements that comply with the NSS Advertising Policy. (See Appendix V)

80-809 Policy on Placing the NSS NEWS on the Web 03-31-12:16, 08-15-08:26
Issues of the NSS NEWS that have been in print for at least one year will be posted on the NSS web site members area and the Karst Information Portal web site. Maps of caves in those issues may be extracted and archived separately to prevent public download.

80-911 Policy on Placing the Conservation Issue of the NSS NEWS on the Web 07-13-15:56
The annual conservation issue of the NSS News shall be published on a publicly accessible area of the NSS website.

80-931 NSS Constitution Printed in the NSS NEWS 06-19-17:15
The NSS Constitution shall be printed in the NSS News or Members Manual annually in the same issue as the annual statement of ownership, management, and circulation (USPS form 3526).

Cross References
15-181 Financial Report
28-633 Postage Surcharge
41-788 Karst Information Portal 68-268 Exchange Agreements Appendix V Advertising Policy Appendix AS - Copyright Policy Section 84 All Acts

ACT SECTION 81 --- PUBLICATIONS - THE JOURNAL OF CAVE AND KARST STUDIES

81-106 Journal 07-23-97:30, 07-21-95, 06-16-61
Beginning with Volume 58, the JOURNAL shall consist of three issues each year.

81-277 Page Charges 07-23-97:30, 08-12-74
A page charge of not less than $25 is authorized per printed page of articles appearing in the JOURNAL. Payment of these charges will not be required of authors whose research was not sponsored by a funding agency or institution and of authors whose budgets do not include money earmarked to subsidize publication. Inability to pay page charges will not be a consideration in final acceptance of a paper for publication in the JOURNAL. Page charges shall be instituted with the January 1975 issue. The editor of the JOURNAL shall set the amount of the page charge.

81-570 Editors 07-13-15:12, 07-23-97:30, 07-21-95
The Editor of the JOURNAL shall be the Chairman of the JOURNAL Committee in the Department of the Executive Vice-President. The committee shall also include Associate Editors and a Production Editor. The budgeted honorarium for the JOURNAL shall be distributed in a manner determined by the Executive Vice-President.

81-662 JOURNAL Resale Contracts 03-18-00
The EVP is authorized to enter into contracts to sell the JOURNAL to Carlsbad Caverns, Guadalupe Mountains Association for resale to the public.

81-836 Publication of the JOURNAL 07 13-15:22, 04-17-10:21

The proposal to move the Journal of Cave and Karst Studies into the Pinnacle Online Publishing service operated by Allen Press is hereby approved. Furthermore, the Journal Editors and Advisory Board are permitted to immediately engage in the steps outlined in the proposal presented in the spring 2010 NSS Executive Vice President Report. The changes outlined in the proposal are authorized to take effect on April 1, 2011.

81-877 JOURNAL Electronic Publication 07-13-15:19, 03 15-14:28, 11-09-13:10
Commencing with the 2014 issue, the Journal of Cave and Karst Studies shall be published electronically via the NSS web site without access restrictions. In addition, printed copies shall be made available for a fee determined by the Executive Vice-President.

81-898 JOURNAL Subscription Price 03-07-15:13
The JOURNAL will be made available to U.S. subscribers at a current rate of $45 per year. The EVP is authorized to implement future price increases as advised by the JCKS editorial staff as production costs dictate. Overseas subscribers may subscribe for $45 plus international postage.

81-905 Policy for Placing the JOURNAL on the Web 07-13-15:32
Issues of The Journal of Cave and Karst Studies will be posted on the NSS web site members area.

81-906 Policy on Placing Abstracts for the JOURNAL on KIP 07-13-15:33
The Table of Contents and Full Abstracts for Issues of The Journal of Cave and Karst Studies will be posted on the Karst Information Portal web site. Exceptions may be made by the EVP as required to protect the location of, and the resources contained therein.

Cross References
68-268 Exchange Agreements
28-633 Postage Surcharge
41-788 Karst Information Portal 80-010 General Policy
Advertising Income
Subscription Rate
Appendix V NSS Advertising Policy
Appendix AS NSS Publication and Copyright Policy

ACT SECTION 83 -- PUBLICATIONS -- OTHER

83-129 Information Booklet 06-19-64
The Society shall provide each new member an information booklet containing helpful hints on good caving, conservation, a list of minimum needed equipment, and send prospective members a brochure and a contact in a local chapter.

83-142 Caving Handbooks 04-10-65
The Society should compile and publish a series of comprehensive handbooks on various aspects of caving, including specifically a handbook on underground climbing and safety techniques and a handbook on cave cartography.

83-280 Scientific Publication 08-16-74
The NSS encourages, in general, the production and publication of scientifically useful information, as well as conservation and safety information, within guidelines designed to minimize the detrimental impact of such publication on the cave environment.

83-310 Loan Agreements 03-20-82, 02-28-76,
The <<Executive Director>> ~~>>Secretary-Treasurer<<~~ is authorized to enter into loan agreements for the purpose of financing planned NSS publications and similar capital investments. Such authority shall be limited to those investments itemized in the approved annual Capital Budget and subject to any loan limitations contained therein. All loans <<are>> ~~>>shall be<<~~ subject to the following provisions: (1) All income from the sale of the item, except for an allowance for postage and handling,~~>>shall<<~~ <<is to>> be used to repay the loan and interest. (2) The NSS may use other funds to repay the loan at its option. ~~>>(3) Interest on the loan shall not accrue until the item has been published. (4) Interest on the loan shall not exceed 3%>per quarter credited at the end of each quarter. (5 The inventory of the item shall be used as collateral for the loan.<<~~

83-316 Reproduction Permission 03-15-08:35, 07 23-97, 07-02-76
The editors of the NSS NEWS, MEMBERS MANUAL, AMERICAN CAVING ACCIDENTS and JOURNAL are authorized to give permission for non-commercial re-publication of NSS copyrighted materials from their respective publications. The giving of such permission shall be reported to the Board in the next regular report of the Executive Vice-President.

83-317 Photo Archives Reproduction Permission 03 20-82, 07-02-76
The reproduction for non-commercial purposes of photographs from the NSS Photo Archives or the NSS Photo Salon, that are copyrighted by the NSS, may be authorized by the Operations Vice-President, who shall report such authorizations in his next regular report to the Board.

83-318 Commercial Reproduction Permission 07 01-83, 07-02-76
Reproduction for commercial purposes from NSS publications, NSS Photo Archives, NSS Photo Salon, Audio-Visual Aids Committee, and other NSS copyrighted material shall be authorized only with unanimous approval of the Executive Committee. Such authorization shall be reported by the President in his next regular report to the Board. The Executive Committee may establish a reasonable fee for the commercial use of NSS copyrighted material.

83-329 Special Publications Committee 03-23-19:20, 03-15-08:34, 10-5-02, 10-23-99, 11-08-97, 03-16-96, 08-05-77
A Special Publications Committee is established in the Department of the Executive Vice President (EVP). The committee shall arrange and administer the publication of all non-serial

publications of the Society or its committees, as authorized by the Board of Governors. These responsibilities include:
Helping authors develop ideas that may ultimately result in NSS non-serial publications; Soliciting manuscripts and proposals for NSS non-serial publications; Forwarding proposals to the EVP for review, evaluation, and recommendations;and, Estimating the total cost to produce each proposed NSS publication at various quantities with a detailed discussion and logic for the estimate.
Once a proposed publication is approved by the EVP, the Special Publications Committee is responsible for:
Preparing a draft contract between the author and the NSS for review and signatory approval; Overseeing the book preparation for publication to professional standards;
Overseeing review and proofreading of draft document by at least one subject matter expert; Obtaining bids from several printers and selecting the best printing bid;
Authorizing printing only after EVP approval; Supervising the printing and production process; Arranging for shipment of the books to the NSS Bookstore, and other destinations as required; and, Ensuring that the terms of the contract between the NSS and the author(s)/editor(s) are fulfilled.
Committee members may be paid for their efforts to prepare a book for publication if such costs are within the approved budget for pre-publication costs and are competitive with the market for similar services.

83-336 American Caving Accidents 08-05-77
The editorship of American Caving Accidents is a permanent committee in the Executive Vice President's Department.

83-425 Advertising 10 24-15:18, 06-29-84
The Executive Committee must authorize advertising for NSS publications in non-NSS publications.

83-647 Publication Contracts 10 23-19:21, 10-23-99
No one >>shall<< enter<<s>> into a contract, oral or written, for the NSS to publish a non-serial publication or an extraordinary overprint of an NSS periodical unless <<approved by the Executive Director>> ~~>>the publication is approved by the Executive Vice President.<<~~ Once a publication is approved, a written contract between the author(s) and the NSS will be reviewed and signed by the <<Executive Director >> ~~>>NSS President<<~~ prior to publication.

83-658 Society Publications 03-18-00
All NSS publications shall clearly and prominently identify the National Speleological Society as the publisher on the cover.

83-659 Electronic Copies of Publications 03 20-04, 03-18-00
Electronic copies of all NSS publications (News, Journal, books, music, etc.) in pdf or mp3 format, shall be sent to the NSS Office within two (2) months of publication on Compact Disk (CD) and or DVD or another media available to the Office with external labels specifying the

publication, and the name of the committee chairman submitting the disk. On receipt the NSS Office staff shall insure that the files can be opened and make a copy of the material.
The original copy will be dated then stored in a fireproof location at the office and the copy sent to an off-site repository. These electronic files will be read and recopied at least every three years and whenever the Office computers are replaced.

83-666 NSS Non-Periodical Publications 03-23-19:22, 03-15-08:33, 06-30-00
NSS non-periodical publications shall be managed in accordance with Act 83-329, and Act 83-647.
The Special Publications Committee is responsible for recommending which NSS non-periodical publications we should publish, the quantity to be printed, the selling price, and the publication budget, for approval by the Executive Vice President (EVP). The EVP will be provided with a detailed publication description including an outline, a list of authors and reviewers, an analysis of the market including a comparison with similar publications and their retail price and recent sales data, the quantity to be printed and the projected period during which all publications will be sold, a detailed publication budget that addresses all costs associated with developing the publication including author compensation, the proposed retail price for the publication, and, the plan for promoting the publication. The EVP will be responsible for including the necessary costs for non-periodical publications in the annual budget for approval by the Board of Governors.

83-705 Annual Report Committee 03-07-15:11, 03-25-06:12, 11-06-04:07, 07-27-01:18c
The Annual Report Committee is established in the Department of the President. The committee is responsible for publishing an Annual Report of the Society's and Internal Organizations' activities, accomplishments and plans, and an audited financial statement. The report shall be suitable for distribution to federal and state agencies, grant awarding foundations, other conservation and scientific organizations, and any other individuals or groups with which the NSS needs to communicate.

83-753 Cumberland Caverns Copyright 03-20-04
The copyright for Cumberland Caverns is returned to Larry Matthews, who originally donated it to the Society. The NSS has no intention of reprinting this book in the future.

83-755 Dunbar Cave, The Showplace of the South 03-05-05
The contract between the NSS and Larry E. Matthews for production of the book Dunbar Cave, The Showplace of the South, is approved. The Bookstore is authorized to reorder this book without further approval in quantities of 500 or less whenever supplies run low.

83-804 Caves of Knoxville and the Great Smoky Mountains 03-15-08:8
The NSS will publish 300 copies of Larry Matthews 350-page book titled Caves of Knoxville and the Great Smoky Mountains, using a print-on-demand method. The cost of the book will not exceed $2,250.00 and the retail sales price will be $24.00.

83-805 Vertical Bill: The Story of Bill Cuddington and the Development of Vertical Caving in America 03-15-08:9
The NSS will publish 750 copies of the Dave Hughes 410-page book titled, Vertical Bill: The Story of Bill Cuddington and the Development of Vertical Caving in America. The cost of the book will be $6,500.00 and it is recommended that the retail sales price will be $32.00.

83-806 Caves of Fire: Inside America's Lava Tubes 03-15-08:10
The NSS will publish 1,250 copies of Dave Bunnell's 110-page book, entitled Caves of Fire: Inside America's Lava Tubes. The cost of the book will not exceed $11,500. The NSS will hold joint copyright ownership.

83-807 NSS Publication and Copyright Policy 03-15-08:44
The Copyright Policy (Act 83-781) is rescinded and the NSS Publication and Copyright Policy is adopted. Appendix AS is amended.

83-815 Visions Underground: Carlsbad Caverns Through the Artist's Eye 11-08-08:9
The NSS will enter into a partnership with Rio Grande Books to produce Visions Underground: Carlsbad Caverns Through the Artist's Eye by Lois Manno (NSS 28056). The NSS agrees to purchase 1,000 copies of the book ($20 retail price, soft cover, 180 pages) for $10,000 in two payments of $5,000, the first no later than February 1, 2009, and the second when the books are delivered (about April 1, 2009). Rio Grande Books will list the Society in the front matter of the books as follows: "Published by Rio Grande Books in partnership with the National Speleological Society" and include the Society logo. The EVP is authorized to negotiate better terms.

83-832 Blue Spring 04-17-10:4b
The NSS will publish an initial 350 copies of Larry Matthews' 346-page book titled Blue Spring, using a print-on-demand method. 300 of these copies will be printed on soft cover and the remaining will be printed on hardcover. The cost of the initial print will not exceed $5,500.00.

83-907 Policy on Placing American Caving Accidents on the Web 07-13-15:39
Issues of American Caving Accidents will be posted on the NSS web site members' area. It will be posted to the Karst Information Portal one year after publication.

83-946 Endorsement of SPAR Book 03-23-19:24
In accordance with Act 07-266 Literature Endorsement, the forthcoming publication entitled SPAR (Small Party Assisted Rescue) authored by Rick Speaect and Eddy Cartaya, is hereby endorsed by the NSS Board.

Cross References
07-266 Literature Endorsement 07-281 Wild Cave Locations 28-633 Postage Surcharge
80-010 General Policy
91-299 Safety Policy

Section 66 Technology
Appendix V NSS Advertising Policy

ACT SECTION 86 --- PUBLIC RELATIONS

86-028 Commercial Caves 6-21-52
Action should be taken to promote better relations between owners and managers of commercial caves and members of the NSS.

86-049 Information Service 10-20-84, 4 15-55, 1-26-55
The NSS ~~>>will supply<<~~ <<supplies>> free factual data and news releases about the Society's normal activities as an information service. The Society is under no obligation to provide information other than routine handouts such as printed brochures, publication lists, etc. to writers seeking assistance. ~~>>Release of cave location information data should be made only on a basis of a classification system which considers~~
~~(1) scientific importance,~~
~~(2) scenic value,~~
~~(3) hazards, and~~
~~(4) owner's wishes.~~
~~It should be available only to members having a legitimate purpose for requesting it. Certain data high in one or more categories may be classified as ``restricted from publication.'' Sale of data for industrial or commercial projects, other than publication, >>shall be<< <<is>>made only with the approval of the Board. A specially appointed public relations officer should be appointed when ambitious projects are undertaken.<<~~

86-158 Activities 3-26-66
Public Relations activities should provide accurate, timely information about the NSS and its work. The task of Public Relations is primarily to service national press media and major news-papers across the country with stories about research and outstanding projects deserving national attention. Public Relations also assists with local publicity and will help make up special features for local media.

86-159 Boy Scouts 4 20-68, 3-26-66
Grottos who are contacted by Scout groups should give serious consideration to their requests, not necessarily in doing just what they ask, but in some way meeting their needs because Scouts are going to be caving, with or without the NSS, and if we ignore them, we will simply alienate them. Grottos contacted should offer to train Scoutmasters so that they will become competent cavers. Cave exploring, other than simple novice activity, should be limited to High School age youth -- Explorer Posts or older Scouts only. Safety, conservation, and courtesy to cave owners should be practiced. The Boy Scouts may mail out a current listing of all Internal Organizations with the Policy Statement on Cave Exploring so that if any of the Scout units want or need help they will know where to go. (See Appendix G).

86-231 Youth Group Liaison Committee 3-15-03, 3 16-96, 3-25-72
The Youth Group Liaison Committee in the Department of the Administrative Vice President is responsible for acting as a liaison between the NSS and youth groups that may include caving in their programs.

86-320 Commercial Cave Liaison 10-23-76
A permanent NSS/Commercial Caves Liaison Committee is established in the President's Department for the purpose of informing the National Caves Association and commercial cave owners of the information and talent resources of the NSS and to otherwise facilitate an exchange of information and cooperation between commercial cave owners and the NSS and its members.

86-361 Media Relations 03-31-12:13, 11 07-98:29, 10-21-78
The NSS Media Relations Committee is directed to expand the awareness of the existence of the National Speleological Society and its activities and goals to the general public. This committee will coordinate and support corporate marketing and public relations efforts of the NSS and its committees on a national level. The committee will work with other NSS committees to ensure that the NSS is represented as a dynamic, authoritative, and professional organization at caving and karst related events, and when dealing with outside associations, government agencies, and the press.

86-503 Policy for Working with Public Information Media 11-07-92
The NSS shall actively encourage the public information media to educate the public on the scientific aspects of caves and karst, foster a respect for the cave environment, and inform the public of human activities that may degrade caves or their inhabitants. The NSS shall also encourage public information which recognizes the accomplishments of the Society and its members. The Society shall not seek exposure in public media whose purpose is to promote caving as a sport. The NSS shall respond to media inquires so as to portray the activity in a manner that does not encourage the general public to enter wild caves, but instead fosters respect for the cave environment, promotes safe caving practices, and directs those interested in caves to contact the Society. In our relations with the media the NSS shall encourage them to work with us to assure reliable, correct, and appropriate information.

86-559 Cave Owner Liability 03 18-00, 10-15-94
The NSS >>~~will~~<< assume<<s>> a leadership role in representing caver interests on landowner liability issues associated with cave accidents. Our goal is to foster an environment in which the cave owners are held harmless for accidents in their caves during trips for which the landowners received no fee.

86-703 Landowner Relations Network Committee 07-18-16:27, 10-18-03:7, 07-27-01:18d The NSS Landowner Relations Network Committee is established in the department of the Administrative Vice President. The committee will be comprised of NSS members covering multi- ple areas of the United States with the goal of having a network of ambassadors to local cave landowners. The committee is responsible for working on private sector landowner

relations at a national level. The committee is also responsible for working with regions and grottos to help them with programs to develop and maintain good relations with landowners in their areas. The committee should regularly use the NSS NEWS and the NSS web site to highlight and discuss landowner relations issues, practices and concepts.

86-822 Official Mission Statement 11-07-09:4
The following text is adopted as the official Mission Statement of the NSS:
The National Speleological Society (NSS) is a non-profit membership organization dedicated to the scientific study of caves and karst; protecting caves and their natural contents through conservation, ownership, stewardship, and public education; and promoting responsible cave exploration and fellowship among those interested in caves.

86-834 Official Vision Statement 04-17-10:19
The following text is adopted as the official Vision Statement of the NSS:
The National Speleological Society is dedicated to the understanding and appreciation of caves and karst.

86-845 NSS Statement of Values 08-02-10:20
The following NSS Statement of Values is adopted as the beliefs that embody our values as an organization:
Cavers and Caving - The NSS believes that:
Caving is a specialized pursuit best undertaken by knowledgeable and responsible persons using safe equipment and techniques.
It is the embodiment of the knowledge, experience, and efforts of its members, that member volunteers must be appreciated, and exemplary contributions to caving should be recognized.
Speleology is advanced by discovery, exploration, and survey, and these contributions are ideally accomplished with minimal impact to the caves.
Its purposes are furthered by the formal study of caves and karst and through the publication of speleological information.
It is, through its members, the best source for information on access to caves.
Its goals are best served by respecting the wishes and rights of landowners, both public and private.

The Caves - The NSS believes that:
Cavers have a responsibility to preserve caves and karst for the benefit of future generations through low-impact use and the protection of highly sensitive areas.
There is an ongoing need for outreach and education addressing the importance of caves and karst.
It serves a vital national leadership role as an advocate for the conservation of the natural and cultural aspects of caves.
Land use planners can benefit from expert consultation in order to avoid inappropriate development over and adjacent to caves and aquifer recharge zones.
It is important to establish, strengthen, and promote enforcement of cave protection legislation at all levels of government.

Its purposes are advanced through the encouragement and practice of responsible cave stewardship.

The Society - The NSS believes that:
Its goals can be furthered by adding and retaining members.
Fellowship among cavers at events such as caving projects, NSS conventions, regional caver gatherings, and local grotto meetings promotes a stronger organization.
It serves to unite cavers and caving groups into a national organization for a common purpose, and it will continue to build and maintain affiliations with other enti- ties that have complementary goals.
Its organizational effectiveness depends on a free exchange of ideas and information between members and leadership.
It serves as a national resource for cave- and caving-related information and advice. Its governance and administration must be thoughtful, ethical, and accountable to its members.

86-858 Public Relations Division 3-31-12:14
The Public Relations Division is created in the Department of the President. The Public Relations Division, managed and led by a division chief, will conduct the NSS s publicity and information activities designed to promote the NSS. Committees included in the division: Marketing & Advertising Committee, Membership Committee, Media Relations Committee, and other committees that may be formed as needed to provide a consistent Society image.

86-870 Social Media Committee 03-23-13:13
The Social Media Committee is created in the Public Relations Division residing within the De- partment of the President. The Social Media Committee, managed and led by a committee chair- man, will conduct the NSS s publicity and information activities and promote the NSS through online and social media channels. This Committee will also evaluate new social media venues and online outreach technologies.

86-920 Statement of Understanding Regarding WNS 07-18-16:31
The following Statement of Understanding Regarding White Nose Syndrome is adopted:
The National Speleological Society supports recent published statements by Merlin D. Tuttle, Ph.D., entitled “White-Nose Syndrome: Origin, Impact and Management” (May 1, 2016) and “A Turning Point in Saving Bats from WNS” (June 7, 2016). Dr. Tuttle recommends focusing resources on helping survivors of WNS rebuild resistant populations and also protection from disturbance, especially during hibernation. Future research should “First, do no harm” and be minimally invasive. Emphasis should be on electronic monitoring in summer habitats to evaluate efficacy of conservation activities and to credibly support threatened and endangered listings. Cooperation with local, regional and national agencies to fully evaluate cave closure status should be an ongoing effort and, where possible, access to caves should be restored. Cavers are a critical resource to evaluating the health of bat populations and should be more fully utilized.

Cross References

56-915 Convention Social Media Sites Appendix AM

ACT SECTION 88 --- RESEARCH

88-080 Funds 06-27-75, 03-15-75, 12-28-63, 11-22-58, 04-12-58
The Research Advisory Committee will make available funds for appropriations to a qualified individual or groups for speleological investigation. A qualified individual or group is a member, group of members, grotto, or region which has petitioned the Research Advisory Committee for financial support in a specific speleological investigation and received the approval associated with speleological investigations. All equipment and unexpended supplies purchased with funds from this appropriation will be the property of the NSS. Qualified individuals or groups supported in speleological investigation by this appropriation will submit to the Society written reports as stipulated by the Research Advisory Committee. The Committee has the following additional duties:
(1) Offer scientific and technical assistance to various research projects currently in the Committee's program and/or sponsored by other committees of the NSS,
(2) Inventory fields where research has been underway and delineate subjects where new or continued research is required,
(3) Offer necessary assistance to potential researchers interested in the related fields of speleology, and
(4) Prepare an Annual Scientific Report of the NSS which would cover research projects sponsored or conducted by the Society within the calendar year covered by the report. The Scientific Report would briefly discuss areas of needed research and other pertinent topics in addition to reporting on research projects undertaken within the period covered by the report. This report will be published.

88-386 Cave Surveys 3-5-05, 3-21-81
The Board of Governors reaffirms the importance of cave location, exploration, and survey as basic tools in speleology and the Research Advisory Committee is instructed to continue support of appropriate surveys requesting designation as NSS Projects including research grants within available funds.

88-480 Research Guidelines 10-29-88
Guidelines for research on Society owned property are adopted. (See Appendix AE)

88-975 Cave Management Research Committee 12-04-21:15
The Cave Management Research Committee is established under the office of the Administrative Vice President in the Cave Management Division. Its directive is to promote research focused on a) improving cave management practices in NSS managed preserves and b) to work with outside stakeholders to more broadly improve cave management practices. In collaboration with the RAC (Act 88-080), the NSS preserves, and other interested parties, this committee is responsible for:

1. Promoting and managing research activities in NSS Preserves
2. Updating criteria for conducting research on NSS Preserves (Appendix AE)
3. Working with researchers and land managers to develop improved cave and karst management practices that result from research on or around NSS Preserves.

Cross References:
16-797 Research Advisory Committee Budget
57-383 Education and Research Programs
50-321 Research Grants
Section 43 Awards
Section 50 Conservation Appendix P
Appendix AE

ACT SECTION 91 --- SAFETY

91-299 Safety Policies 06-27-75
The Safety and Techniques Committee shall prepare a pamphlet on the safety policies of the NSS and the services offered by the Committee. This pamphlet shall be distributed to both NSS and non-NSS cavers alike. The initial production cost of the pamphlet shall be limited to $100. The pamphlet will be financed by the Safety and Techniques Committee.

91-315 Artificial Aids 07-02-76
The National Speleological Society views the unnecessary and excessive installation of semi-permanent technical climbing hardware and similar aids (bolts, ladders, cables, etc.) in caves as presenting serious safety, conservation, and aesthetic problems and, conse- quently, the use of these devices should be held to an absolute minimum. In all cases the installation of such devices should not be for convenience sake, but as an aid to negotiate a particular section of a cave after deliberate consideration of the consequences of such installation has been made and all other reasonable alternatives exhausted. This is not to exclude the use of such devices in rescue operations, cave projects of a specified duration, exploration purposes, or other purposes where determination has been made that these devices are required for the safe and successful completion of the operation. The continued use of such devices as mentioned above should be in accord with safe caving practices, and inspection of the particular device should be made prior to its use on successive trips. After the installed device(s) have fulfilled their usefulness, all traces of their presence should be removed from the cave.

91-319 <<Cave Resource Classification>> ~~>>Rating Caves<<~~ 10-23-76
As a means of preserving fair and minimally restricted access to caves, the National Speleological Society encourages and supports the education of land owners and land managers concerning the cave resources under their control and the potential uses, including especially recreational uses, of these resources. The NSS will assist in such education wherever possible, and NSS members and groups are urged to do so also. Ideally, since no two caves or cavers are alike, such efforts should be directed to preparing cave owners and managers to make intelligent decisions concerning the appropriateness of each proposed cave

visit in relation to the particular values and safety and conservation aspects of the cave concerned. Where, for administrative or other reasons, such an ideal is not possible, the NSS will assist in the inventory and classification of caves into classes according to such things as their best uses, fragility, or hazards and will recommend general criteria for approving prospective users, provided that is always recognized that unthinking or inflexible administration of such schemes will always compromise management objectives of protection and fairness. In any event, the actual decision in each case as to whether a proposed visit or other use of a cave satisfies management objectives or criteria should and must be made by the owner or manager of the cave. The NSS will not officially certify individual cavers as meeting any such criteria.

91-330 Safety and Techniques Committee Policy 08-05-77
The National Speleological Society recognizes that caving affords numerous opportunities for the development, testing, and modification and refinement of existing and/or new caving equipment and techniques. Further, the NSS recognizes that a variety of different caving equipment and techniques are utilized by persons engaged in this activity and that often no one piece of equipment, or a technique, may be termed "the best". However, the NSS recognizes its responsibility to the Society membership and others involved in caving to provide information regarding caving techniques, equipment, and safety considerations. The Safety and Techniques Committee of the NSS should be the repository for all information relating to caving safety, techniques, and equipment and is charged with the fol- lowing activities and responsibilities:
Provide assistance to internal organizations in regard to caving techniques, equipment, and safety considerations as requested, and in the establishment of grotto safety committees and educational programs.

Upon request provide assistance and advice to other Society committees, activities, and programs in regard to caving techniques, equipment, and safety considerations.
Prepare short articles on various caving techniques and/or equipment for distribution to the NSS membership; such activity should be coordinated through the Caving Information Series.
Prepare slide show programs on various caving equipment, techniques, first aid, and safety considerations, with distribution to be coordinated through the Audio-Visual Aids Committee.
Provide information concerning caving techniques, equipment, safety, and safety education to the membership upon request and through the NSS NEWS.
Conduct valuations on existing and new equipment used in caving and report these evaluations in a clear, objective, and precise manner to the membership via the NSS NEWS.
Collect, catalog, and evaluate reports of caving accidents, equipment failures, and similar phenomena; provide non-anonymous information to the Editor for publication in AMERICAN CAVING ACCIDENTS; and, at the discretion of the Safety and Techniques Committee Chairman, report or publish such information through other outlets.
Maintain and develop a repository of knowledge and information concerned with caving safety, techniques, and equipment, and conduct research on the improvement of existing caving equipment and the development of new caving techniques and educational methods.
Work with equipment manufacturers and distributors to mitigate or eliminate safety hazards of equipment.

91-370 National Cave Rescue Commission 07-30-18:17, 03-19-16:15, 03-16-96, 07-13-90, 11-17-79
The National Cave Rescue Commission (NCRC) is established in the Administrative Vice-President's Department. The duties, responsibilities, and privileges of the Commission are as specified in the Charter of the National Cave Rescue Commission which is hereby approved. The NCRC is approved as a certifying and accrediting body. The certification fee for cave rescue through NCRC shall be $30 and collected and maintained by the NSS Office. Cave Rescue Certification certificates can only be issued to current NSS members. (See Appendix S)

91-422 NCRC Meetings 02-25-84

The NCRC shall hold not less than one meeting of its Regional Coordinators annually. The agenda of the meeting shall be distributed to all Regional Coordinators at least 30 days prior to the meeting. Minutes of the meeting shall be distributed to all Regional Coordinators not later than 30 days after the meeting. A copy of the agenda and minutes shall be available to all NSS members upon request.

91-976 Vertical Training Commission 12-04-21:24
The NSS Board of Governors recognize and approve the charter of the Vertical Training Commission (VTC). The VTC will reside as a commission of the NSS in the Education Division of the department of the Administrative Vice President. (See Appendix BP

Cross References
26-515 Boy Scouts of America Guidelines
86-159 Boy Scouts
Appendix G Cave Exploring by Scout and Explorer Groups

ACT SECTION 97 --- AUDIO-VISUAL

97-396 Audio-Visual Library Committee 03-16-96, 04-04-87, 11-21-81
The Audio-Visual Aids Library Committee is a permanent committee in the Department of the Operations Vice-President. The purpose of the committee is to solicit and develop new audio-visual shows related to caves and caving, to encourage the dissemination of information about caves and caving through audio-visual aids, and maintain the shows. Audio-visual library materials will be distributed by the NSS Office. Fees will be charged for the use of library materials and will be expected to cover the normal operating and maintenance costs of the library.

97-397 Programs for Non-NSS Organizations 11-04-00, 04-04-87, 11-21-81
The NSS Office may distribute materials in the Audio-Visual library to NSS members and non-NSS individuals for use in programs conducted for non-NSS organizations. The Audio-Visual

Aids Library Committee may identify those programs which are considered suitable for viewing by such groups and has the authority to refuse distribution of programs for showing to non-NSS organizations when it considers that the programs requested tend to promote or glorify the sport of caving, or when it believes that the quality of the program is such that it will reflect poorly on the Society. The OVP will establish surcharges for programs not furnished through NSS Members.

97-478 Video Program Advertising and Sales Policy 07-01-88

The Cave Video Committee may sell video programs which are the property of the NSS to NSS members and non-NSS individuals via the NSS Book Store. Sale prices shall be determined by the Cave Video Committee, subject to review by the Operations Vice-President and shall not be less than the cost of materials and distribution plus a reasonable profit for the NSS. Advertising and sales income from video programming shall accrue directly to the Audio/Visual Program Fund restricted budget and shall be in addition to the operating budget. Advertising shall be in accordance with Appendix AC.

APPENDIX D
Refer to Act 64-145
Amended 03-25-23:12, 03-13-21:13, 10-22-11:17, 03-15-08:27 A&B, 03-05-05

POLICY FOR INTERNAL ORGANIZATIONS

1. The purpose of the Internal Organizations (IO) of the National Speleological Society (NSS) 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. Every IO shall have complete freedom of action in its organization and fiscal policies, except no IO shall engage in any activity which is detrimental to speleology, conservation, safety, or the best interests of the NSS. Such activity is sufficient cause for revocation of the organization's charter by the Board of Governors.

3. IOs may be chartered upon submitting the following documents to the IO >>Team<< ~~<<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 >>Team<< ~~<<Committee>>~~:

4. Occasionally a group may request a grotto or chapter charter in an area where a chapter already exists. The NSS 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 IO >>Team<< ~~<<Committee>>~~ feels that the grotto chartering is justified, the chartering may proceed.

5. The membership of IOs shall conform to the following requirements:

   A. All persons who serve on the governing board of an IO must be a member of the NSS in *Good Standing* except in the case of Surveys where representatives of state entities or other conservation organizations may serve on the board regardless of their NSS membership status.
   B. Full membership in IOs shall be open only to members of the NSS.
   C. IOs may, at their option, have members who are not members of the NSS and who are limited to a year or less on this status.
   D. Membership in grottos (or chapters) shall consist of at least five members of the NSS who have designated that grotto as their Primary Affiliation.
   E. The formal name of a Student Grotto shall indicate that the organization is a Student Grotto (or Chapter).

F. Membership in sections >>must<< ~~<<shall>>~~ consist of at least ten members of the NSS.

G. Membership in regions >>must<< ~~<<shall>>~~ consist of at least two grottos and may have one or more of the following:
   1. Individual members
   2. Non-NSS organization

H. Membership in Surveys shall consist of one or more of the following:
   1. Individual members
   2. Grottos or Sections
   3. Non-NSS organization

I. In a College or University Outing Club*, the caving chairman must be a member of the NSS and will be responsible for communication with the NSS.

6. Each IO shall have the following responsibilities to the NSS:
   A. They shall submit an annual report to the Internal Organizations >>Team<< ~~<<Committee>>~~, containing the mailing address of the organization, a list of the organization's officers with their respective NSS numbers, the names of two organization members (with email addresses or telephone numbers) who are to be listed as contacts in caves.org, the URL of the organization's Web site (if any), if the organization has changed its constitution or bylaws since the last report, and whether copies of the organization's publication are being submitted as per section C of this paragraph. If the constitution or bylaws have been changed, copies of the new documents must be provided to the committee. The >>Team<< ~~<<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 IO >>Team<< ~~<<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 NSS Library. At least one copy and preferably two copies shall be furnished to the NSS Cave Files >>Team<< ~~<<Committee>>~~, and it is recommended that one copy be furnished to the U.S. Geological Survey.
   D. Each IO 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 NSS.

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 OF CAVE AND KARST STUDIES*.
   B. IOs shall be entitled to representation at the Congress of Grottos in accordance with established rules of the Congress.
   C. Any IO 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 IO shall receive the monthly administrative mailing.<<~~
   E. Each IO 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 IO shall be classified by the IO >>Team<< ~~<<Committee>>~~ as being active or inactive. Active organizations will be those organizations which have fulfilled the requirements of Article 6. Only active organizations may receive the benefits listed in Article 7.

*Footnote to 5.I: A college Outing Club is defined as an organization which regularly engages in more than one outdoor activity and which is recognized as a student activity by a college or university.

APPENDIX J
Amended 11-9-13:21, 7-18-11:17, 3-17-07:24d+f, 3-25-06:23b, 7-12-99:25, 26
Refer to Act Sections 03, 04 and 05

BOARD OF GOVERNORS OPERATIONAL DIRECTIVES

The procedures used by the Board of Governors in conducting the business of the Society rest upon the bylaws of the Society, the Acts of the Board, and Robert's Rules of Order– >>Newly<< Revised. There is also custom or tradition, known to the many individuals who provide continuity to the operation of the Society but which is not formalized.

I. Arrangements

A. Board meetings are traditionally held at a location where an NSS grotto may act as the host. Invitations are solicited from grottos individually and through the Administrative Memo and the NSS News. The Board Arrangements >>Team<< ~~<<Committee>>~~ provides the "Guide to Arranging for an NSS Board of Governors Meeting" to interested grottos.

B. The host grotto makes all local arrangements, provides local transportation, and sends notification of the meeting to nearby members and grottos (in addition to notices in the ~~<<Administrative Memo and the>>~~ NEWS). The names of persons to contact to arrange local accommodations, being met at the airport, etc., will be sent to all board members well in advance of the meeting.

II. Agenda

A. The agenda for a board meeting is prepared by the President. Its format is subject to the provisions of the Acts of the Board and Robert's Rules of Order >>Newly Revised<<. Refer to Act~~<<s 04-023 and>>~~ 04-093. The agenda for a meeting at which presidents change is prepared by the outgoing president. A preliminary agenda shall be prepared and distributed to the Board a minimum of one month prior to the meeting. A final agenda shall be prepared and distributed to the Board a minimum of two weeks prior to the meeting, and every effort shall be made to have all motions presented in the agenda. The preliminary agenda shall be placed on a public area of the NSS Web site, and replaced by the final agenda when it is completed.

B. Proxies, Minutes Approval, Reports, and Appointments

1. Proxies must be designated individually by absent board members. (See Bylaw >>IV.E.<< ~~<<IV.F.>>~~)

2. All corrections to draft minutes should be submitted to the Recording Secretary. Changes in context or in voting will be brought to the Board's attention. Typographical

errors will be corrected immediately.

3. Reports about the activities of most >>teams are<< ~~<<committees will>>~~ usually be included in the appropriate >>department head's<< ~~<<officer's report>>~~. Matters of special import or topicality will be reported upon individually. The Acts of the Board require that reports from the Chairman of the Congress of Grottos (See Act 04-203) and the Treasurer for the real property >>teams<< ~~<<committees>>~~ (See Act 04-211) are to be presented at all board meetings.

4. A recess will normally be scheduled for a closed meeting of the ~~<<Directorate and of the>>~~ Board.

C. Motions

1. Motions may be introduced by any member of the Board of Governors, subject to the provisions of the Bylaws, Acts of the Board, and Robert's Rules of Order >>Newly Revised<<

2. All motions changing or requiring a change in the bylaws must be submitted to the Bylaws Committee in advance of being submitted for inclusion in the agenda. (See Act 08-204)

3. Motions will be presented in full in the written agenda unless they are lengthy or require attachments. In these cases, the agenda will include only an identification of the subject. The full motion and attachments should be sent directly to the board members by the author.

4. Motions for board action should not contain discussion of the question, but only a statement of the question. "Whereases"--which are, properly, discussion--are only appropriate in resolutions that the board is asked to adopt for distribution outside the Society. In most such cases, these resolutions should be sent directly to the board members by the author with the agenda for the meeting only mentioning their prospective presentation.

D. New Business

1. Additional business will be an agenda item. Motions included in Additional business are the ending items of the agenda and should be addressed after the "Committee of the Whole". Appropriate matters to introduce in additional business are:

a. Motions arising from board discussion of previous motions or discussion.

b. Urgent matters not included in the agenda due to lack of time.

At the insistence of a Board Member, motions not meeting these two criteria shall be included in additional business.

E. The agenda should not be used to communicate with other board members. Matters concerning the existing operation of the Society should be discussed with >>the executive director<< ~~<<Officers>>~~, Committee >>Chairs, department heads<< ~~<<Chairmen>>~~, etc., and communicated to other board members prior to introducing a relevant motion on the agenda, unless circumstances require bypassing normal prior discussion.

III. Reports

Reports form a necessary and important part of every meeting. In general, any report to be presented to the board must have been given a place on the meeting agenda.

A. Structure of a Report

1. No report shall include within the body of its text motions requiring immediate board approval. The body of the report should be limited to informational material not requiring board action or, at most, actions suggested for future consideration.

2. Any motions evolving from a report, to be brought for action at the time the report is presented, shall be listed separately and individually at the end of the report, but not as a part of it. Each such presented motion may be acted upon separately in the normal manner.

B. Motions relating to a report

1. Any motions evolving from a report, to be brought to the board for action at the time the report is presented, shall be presented to the ~~>>President<<~~ <<Chair of the Board>>for incorporation into the printed agenda for that meeting by the deadline announced for the reception of agenda material. If this is not done, these motions shall be placed under new business and acted upon as time permits.

C. Acceptance of a Report

1. Every report presented at a regular, announced meeting of the Board of Governors shall be considered received by the board by virtue of its presentation. No formal vote will be required.

2. The author of a report presented at a regular, announced meeting of the Board of Governors may request a formal vote of acceptance from the board if ~~>>he<<~~ <<they>> desires. In general, this will be for making the report an "official statement of the Society".

3. Reports listed in the agenda will be attached to the minutes for that meeting. Other reports allowed for presentation by the board will only be included in the minutes if a formal motion to that effect is adopted.

D. Reports should be prepared in standard "Attachment" format and lettered as

directed in the minutes. The original of each report should be submitted to the Recording Secretary before the meeting.

IV. Robert's Rules of Order >>as Newly Revised<<

A. Robert's Rules of Order, as <<newly>>revised, prevail at Board of Governors meetings except where superseded by a special board act.

B. The ~~>>President<<~~ <<Chair of the Board>> will normally act as parliamentarian unless he chooses to appoint a parliamentarian to assist him. As Robert's Rules are designed to expedite the business of the meetings, board members should become familiar with them.

V. Minutes

A. Draft minutes will be distributed to Board members by the Recording Secretary as soon as possible after the meeting, preferably within 14 days. Board members will be asked to submit corrections and suggestions to the Recording Secretary within 7 days. After making all necessary corrections the Recording Secretary will submit to the ~~>>President<<~~ <<Chair of the Board>> a copy of the comments and corrections related to the business conducted, as well as the final draft minutes for approval by the Board at the next regular meeting. The final draft will be posted to the NSS Business page of the NSS Web site as soon as possible, but no later than 30 days after the meeting. The draft version will be replaced by the final version approved at the following meeting. Only corrections relating to the content of minutes of the previous meeting will be brought before the Board for approval. The NSS recording secretary is responsible for ensuring the minutes are posted online.

B. Minutes shall include only motions; disposals of motions; other action taken; oral updates to officers' written reports; issues and comments presented during Open Discussion period; reports from the closed sessions; a list of Board members present and proxies; disclosures of conflict of interest and their deposition, and other information pertinent to the meeting and business conducted. Written reports from >>department heads<< ~~<<officers>>~~ and committees shall be included as attachments to the minutes

APPENDIX P
Refer to Act 60-226
Amended March 5, 2005

DEFINITIONS AND POLICIES FOR SOCIETY ACTIVITIES

Certain activities by groups of Society members that promote the purposes of the Society may be designated as official Society functions. The activities described in this policy, while they consist of Society members, are not Internal Organizations of the Society by this designation. They will be known collectively as ``NSS Activities." The names of some of these activities are widely used generic terms. It is to be understood that this policy refers only to such activities specifically recognized by the Society. These activities and the policies relevant to them are as follows:

NSS EXPEDITIONS
A trip to a remote area with the goal of substantial original exploration or discovery may be designated a National Speleological Society Expedition. The trip purposes, plans, and leaders must all be approved by the Board of Governors of the Society in advance.

NSS PROJECTS
A group of members or an existing Internal Organization of the society may be designated a Project of the National Speleological Society if its scientific, technical, research, or project goals would be advanced by such a designation.

CONSERVATION TASK FORCES
A group of Society members, or an existing internal organization of the Society may be designated a Conservation Task Force of the NSS. The basic objectives of a conservation task force are the investigation of one or more cave conservation problems, the reporting and publicizing of their findings and conclusions, the development of recommendations for local or national action, and implementing suitable action to resolve the problem. A conservation task force is organized to address a specific defined problem. The task force is expected to be dissolved when the problem disappears, is resolved, or becomes moot.

CONSERVANCIES
A group of individuals or organizations dedicated to cave conservation and having as one of its goals the acquisition, lease, and management of caves and karst properties may be designated a Conservancy of the National Speleological Society.

POLICIES
The following policies may apply to NSS Activities:
1. Each NSS Activity may identify itself as ``The (chosen name) . . . ( Conservation Task Force, etc.) . . . of the National Speleological Society" or as ``The (chosen name), a (Conservation Task Force, etc.) of the National Speleological Society." It may incorporate at its own discretion.

2. Except for conservancies, all members of the organizing body of such NSS Activities (committee, board, officers, >>departments<<, etc) must be members of the Society. All officers of a conservancy must be members of the Society.
3. Any group seeking an official designation as a Society Activity should bring its request to the Board through the appropriate >>Department<< ~~<<Committee>>~~ of the Society. The authority to make certain designations has been delegated by the Board to committee discretion as noted below.

Activity	**Arrangements Made By**	**Designation Conferred By**
Expedition (US)	US Exploration >>Team<< ~~<<Committee>>~~	Board of Governors
Expedition (Int'l)	International Exploration >>Team<< ~~<<Committee>>~~	Board of Governors
Project	Research Advisory >>Team<< ~~<<Committee>>~~	Research Advisory >>Team<< ~~<<Committee>>~~
Task Force	Conservation >>Team<< ~~<<Committee>>~~	Conservation >>Department<< ~~<<Committee>>~~
Conservancy	Cave Conservancies >>Team<< ~~<<Committee>>~~	Board of Governors

Other>>team<< ~~<<Committee>>~~will be consulted as necessary. The >>teams<< ~~<<Committee>>~~ having responsibility for each type of NSS Activity will establish suitable procedures and determine the format and content of an application.

4. Any NSS Activity may raise funds in any manner consistent with the purpose and practices of the Society, but normally through voluntary contributions, group membership dues, equitable distribution of expenses associated with the Activity, fees for goods and services, etc. The Society cannot acknowledge or otherwise verify donations made to NSS Activities unless the donations are received by the Society office or treasurer and recorded in the Society books.

5. The Society shall have no legal or financial obligation to such NSS Activities unless established by contract. Likewise no NSS Activity shall have legal or financial obligation to the Society other than that established by this policy. The Society may, through its regular procedures, be the recipient of contributions designated for use by any of the above Activities and may make awards and grants to these groups.

6. Each NSS Activity will report frequently (at least annually) or at the completion of an expedition, or project, to the Society membership through the sponsoring >>team<< ~~<<committee>>~~. Interim reports to the >>team<< ~~<<committee>>~~ or the Board may be requested. Significant accomplishments or results by an Activity should be submitted to the editor for possible publication in the *News* or *Bulletin*.

7. The designation of the above NSS Activities shall terminate upon the submission of a final report, the completion of the group's purposes, dissolution of the group, petition by the group for termination, or determination by the Board of actions contrary to Society policy. The entity, which conferred the designation (Board or >>Department or Team<< ~~<<Committee>>~~) may terminate it upon evidence of inactivity.

8. Policies and plans of NSS Activities will be established by cooperation between the group and the >>~~officers ,,~~ <<departmen>>. of the Society. The separate and independent nature of conservancies is recognized, although those groups may bring problems to the Board for arbitration if they wish.

9. The Board of Governors may elect to review the official status of any NSS Activity at any time.

10. The designation of NSS Activity shall not confer upon the Society any right of control over, or responsibility for, the equipment, methods, or techniques employed by the group, or the acts, omissions, or decisions of any of the participants.

APPENDIX Q
RULES OF PROCEDURE FOR THE CONGRESS OF GROTTOS

(Refer to Section 48)

I. The name of this organization shall be the Congress of Grottos of the National Speleological Society.

II. The Congress shall meet each year during the annual convention of the NSS.

III. Representation at the Congress of Grottos (hereafter referred to as COG) shall be determine the following manner:

A. Each Grotto (Chapter), Section, Regional Association, and Survey shall be entitled to representation according to the following schedule: two votes for 5-15 NSS members, three votes for 16-25 NSS members, four votes for 26-35 NSS members, and so on.

B. In determining the number of votes to which an Internal Organization (I/O) is entitled, no NSS member may be counted as a member of more than one I/O.

C. The NSS membership database shall be used to determine representation.

D. Each I/O is entitled to a minimum of two votes.

E. Any collection of eight or more NSS members who are not members of a Grotto may receive representation according to the same schedule as for Grottos with the provision that the NSS member has designated no Primary Affiliation in the NSS database.

IV. A. The COG shall be composed of delegates who are members in good standing of the NSS.

B. Each I/O and grouping of NSS members may appoint any number of delegates up to a maximum of the number of votes to which it is entitled.

C. I/O's may, in order to ensure their representation at COG, appoint as delegates proxies who are not members of the I/O, provided written authorization is presented.

D. In the event that delegate and proxy methods are not possible, votes may be submitted in writing to the Chair of the COG. If, during the course of discussion on the floor, a resolution is amended so as to change its original intent, the written vote will not be cast.

E. Delegations need not cast their votes as a unit but may split the vote so as to indicate the desires of the membership. Grottos may instruct their delegates how to vote or may allow them discretionary voting power.

F. Distinctive placards will be provided, bearing the name of the I/O and the number of votes to which it is entitled.

G. Voting shall be done initially by the show of placards. The Chair may, at his or her discretion or upon the request of any delegate, call for a roll call vote.

V. Any NSS member may attend the COG to express their views and shall be entitled to speak if recognized by the Chair.

VI. The Board of Governors of the NSS are requested to attend COG, as observers, to be advised of the views of the membership. Delegates may address questions to the >>Department Heads<< ~~<<Officers>>~~ regarding their department if it is germane to the discussion.

VII. The COG shall elect a Chair of the COG to preside at meetings of the COG during his or her term of office, and also a Vice-Chair.

A. The Chair and Vice-Chair shall be nominated and elected by the assembled Congress at its meeting during the annual convention.

B. These officers shall serve from the close of one annual convention to the close of the succeeding annual convention.

C. No one may be elected Chair who has not attended at least one COG prior to election.

D. A Chair or Vice-Chair who becomes an Officer or Director of the Society during their term shall complete the term with the COG but may not be re-elected.

E. If the Chair of the COG vacates the office during the term, the office shall be assumed by the Vice-Chair.

VIII. The agenda of the Congress shall consist of resolutions submitted for its consideration.

A. Resolutions may be submitted by any I/O or grouping of eight or more NSS members. The COG encourages the BOG ~~<<and the Executive Committee to refer>>~~ significant issues to the COG for consideration.

B. An Issues Committee shall be appointed by the Chair of the COG and by the Chair of the I/O >>Team<< ~~<<Committee>>~~ of the Society to determine the issues confronting the Society and to propose resolutions intended to reveal the views of the membership. The Issues Committee shall provide the I/O's, in good time, with information and discussions concerning these issues.

C. The Issues Committee shall, in correspondence with the proposer of a resolution, establish clarity of the wording of a resolution, consistency of a resolution with the Constitution, Bylaws, and Acts of the BOG of the Society, and shall resolve conflicts or overlaps between resolutions submitted.

D. The agenda shall be submitted to all I/O's in sufficient time to allow the resolutions to be discussed before the annual convention.

E. If time permits, resolutions will be allowed from the floor of the Congress after all other business has been take care of.

F. The purpose of the COG being advisory and not legislative, resolutions need not be stated in advisory form but may be phrased in a multiple answer format to better express the views of the membership.

IX. No >>Department Head<< ~~<<Officer>>~~, Director, or Chair of a permanent committee of the NSS may serve as a delegate unless no other individual is available.

X. These rules may be amended by a majority vote of the Congress provided that such motions to amend appear on the agenda.

XI *Robert's Rules of Order >>as Newly<< Revised* shall govern all procedures not covered by the above rules.

(Adopted by the Congress of Grottos in 1969 with amendments in 1972, 1973, 1976, 1980, 1993, 2002, 2003, 2017, and 2022.)

APPENDIX S
November 17, 1979
(Amended 7-7-98, 3-15-03)
(Refer to Act 91-370)

CHARTER
NATIONAL CAVE RESCUE COMMISSION

A. The National Cave Rescue Commission (Commission) is located in the >>Education<< ~~<<Administrative Vice-President's>>~~ Department and is charged with the following responsibilities:

1. To act as spokesman for the Society regarding cave rescue. (It shall be understood that it is the policy of the Society to maintain a low profile during rescue operations to the extent possible and to avoid bringing awareness of ongoing rescue activities to public notice.)

2. To serve as a technical resource for the Society on matters of cave rescue.

3. To develop and maintain a professional level liaison with federal, state, and local authorities whose resources or mission may affect cave rescue. In addition, to develop and maintain an active liaison with organizations interested in cave rescue.

4. To develop a national standard curriculum in cave rescue operations and systems for the Society members.

5. To develop certification standards for NCRC Instructors to provide qualified persons to teach Commission approved training under.

6. To assist Internal Organizations and cave rescue organizations in general with the education and training of their members in cave rescue operations and systems.

7. To coordinate with the Cave Rescue Section to present current cave rescue information to Society members.

8. To establish and maintain a database of individuals with training in cave rescue.

9. To establish and maintain an inventory of specialized rescue equipment, owned by the Society or otherwise available, which may be used by the Commission for training or used for rescue and to report the status of Society owned equipment to the Society upon request of the >>Education Department Head<< ~~<<Administrative Vice-President's>>~~.

10a. To hold at least one meeting of the Commission each year at the NSS convention. This meeting will be open to the public and provide a forum for the Commission to present recent accomplishments and future plans to the Society membership and solicit membership feedback.

10b. To hold at least one business meeting per year. The agenda of any business meeting shall be distributed to all members of the Board of Regional Coordinators at least 30 days prior to the meeting. A copy of the agenda shall be available to any NSS member upon request and posted on the NCRC web site.

10c. Minutes of all meetings will be taken and these minutes shall be submitted to the >>Education Department Head,<< ~~<<Administrative Vice-President's>>~~ and to all members of the Board of Regional Coordinators within 30 days of the meeting's conclusion. A copy of the minutes shall be available to any NSS member upon request and posted on the NCRC web site.

11. To conduct periodic National Cave Rescue Seminars (Seminars), separate from the Society convention, and to encourage regional and local cave rescue seminars.

12. To perform other duties relating to cave rescue as assigned by the >> Education Department Head or Executive Director<< ~~<<Administrative Vice-President's or the Board of Governors>>~~.

B. The Commission shall be governed by a Board of Regional Coordinators which shall consist of a National Coordinator, Training Coordinator, Medical Coordinator, Cave Diving Coordinator, and several Regional Coordinators. Regional Coordinator positions shall be established or modified by the >> Education Department Head,<< ~~<<Administrative Vice-President's>>~~ upon recommendation of the Board of Regional Coordinators, subject to the approval of the >>Executive Director<< ~~<<NSS Board of Governors>>~~.

C. The terms of Regional Coordinators shall end on a staggered basis such that approximately the same number of positions become vacant each year at the start of the opening session of the Board of Governors meeting held at the national convention.

D. Members of the Board of Regional Coordinators shall serve for terms of three years. The NCRC Board of Regional Coordinators shall recommend a candidate for each open position to the >>Education Department Head<< ~~<<Administrative Vice-President's>>~~. The >>Education Department Head<< ~~<<Administrative Vice-President's>>~~ shall appoint or reappoint members of the NCRC Board of Regional Coordinators subject to Board of Governors approval. There is no limit on the number of consecutive terms a member of the Board of Regional Coordinators may serve.

E. The National Coordinator will act as executive officer and director of the Commission and will preside at all meetings of the Commission. He will also be responsible for appointing a Financial Officer, committees, and/or staff to accomplish the various tasks and goals established by the Commission, and shall regularly report the status of Commission activities to the >>Education Department Head.<< ~~<<Administrative Vice-President's>>~~

F. The Training Coordinator will oversee the Commission's cave rescue training activities and implement training policies and procedures as developed by the Board of Regional Coordinators

G. The Medical Coordinator will advise the Board of Regional Coordinators on matters of patient care and medical protocols, and oversee medical aspects of the Commission's cave rescue training curriculum and activities consistent with the policies of the Commission.

H. The Cave Diving Coordinator will advise the Board of Regional Coordinators on matters of cave rescue/recovery diving and serve as the primary liaison to organizations involved in cave rescue/recovery diving.

I. The National Coordinator, Training Coordinator, Medical Coordinator, Cave Diving Coordinator, and all Regional Coordinators shall be members of the National Speleological Society on the date of their appointment and shall remain Society members for their entire term.

J. The National Coordinator, Training Coordinator, Medical Coordinator, Cave Diving Coordinator, or any of the Regional Coordinators may be removed by the >>Education Department Head,<< ~~<<Administrative Vice-President's>>~~ (subject to >>approval by the Executive Director<< ~~<<Board of Governors approval>>~~) or by a vote of two-thirds of the members of the Board of Regional Coordinators.

K. The financial operations of the Commission shall be governed by a budget developed by the Board of Regional Coordinators, subject to amendment by the >>Education Department Head and approved by the Executive Director<< ~~<<NSS Executive Committee and approval by the Board of Governors>>~~. The National Coordinator, or the National Coordinator's designee, shall approve all expenses. All financial accounting and disbursements for the Commission shall be handled in accordance with the Acts of the Board of Governors and financial processes and reporting requirements established by the Secretary-Treasurer of the Society.

L. The Commission is authorized to solicit contributions and grants to the Society to support programs and activities of the Commission. Such contributions and grants shall be used in accordance with any stipulations attached to them and shall be managed in such a way as to provide a detailed accounting of their use. All such contributions become the property of and will be under the control of the Society. They will be accounted for in the Society financial statements and can be disbursed only under the rules for financial management established by the Board of Governors for the Society.

M. The Society and the Commission will sponsor the periodic National Cave Rescue Seminar. The Board of regional Coordinators will appoint a chairman of the seminar whose duties will be to coordinate the organization of and to conduct the seminar. The chairman of the seminar will appoint a treasurer of the seminar, subject to the approval of the National Coordinator and the NSS Secretary-Treasurer, whose duties will be to handle all seminar funds, keep adequate records, and provide financial reports to the NCRC Financial Officer and National Coordinator, and to the >>Executive Director, Education Department Head,<< ~~<<Administrative Vice-President's>>~~ ve Vice-President, and Secretary-Treasurer.

N. The budget of the seminar must be submitted to and approved in advance by the NCRC National Coordinator, NSS >>Executive Director, Education Department Head,<< ~~<<Administrative Vice-President's>>~~ , and the NSS Secretary-Treasurer. All funds received or disbursed for the seminar will be accounted for separately from other Society or Commission funds. No funds designated for the seminar shall be used for other Commission activities or functions. Any excess of revenue over expenses generated in the operation of a National Seminar shall accrue to the national NCRC account and shall be subject to the rules governing that account. Any deficit resulting from the operation of the seminar shall be absorbed by the NCRC national account provided the budget was approved in advance as described above. In the event the Society directs the Commission to operate a seminar determined by the Commission to be likely to result in a deficit, any resulting deficit shall be reimbursed to the Commission by the Society.

O. The Commission may receive an advance from the Society to aid in the organization of a seminar. Such advance shall be repaid to the Society following the seminar.

P. Neither the National Cave Rescue Commission nor any of its committees shall be a rescue team. A rescue team trained or supported by the Commission is not an NCRC rescue team and may not use ``NCRC" in its name. No individual is authorized to represent >>themselves<< ~~<<himself>>~~ an NCRC rescuer or as a member of an NCRC rescue team or to otherwise imply that they are performing a rescue under the auspices of the Commission.

APPENDIX X
POLICY FOR NSS NOMINATING COMMITTEE

Amended 07-24-21:12, 03-31-12:21, 08-15-08:9, 07-27-07:22, 11-05-05, 08-04-03
(Refer to Act 02-403)

I. DIRECTOR ELECTIONS

A. Section V.B(4) of the Bylaws of the National Speleological Society will apply.

B. The Nominating Committee is encouraged to solicit candidates for director from a broad geographic and interest base.

C. The Nominating Committee will verify a person is eligible to be a Director before nominating the person to be a candidate for election or accepting their petition to be a candidate.

D. The ballot will not be marked by the Nominating Committee so as to preclude a secret ballot.

E. NSS elections for Director will be confidential. Members will not be required to include their name or NSS number on ballots.

F. The Nominating Committee will solicit platform statements and personal photographs from each of the candidates. The Nominating Committee may establish rules governing their scope and form. If provided, they will be included with election material mailed with the ballot.

G. Unless authorized to be on a ballot by a board act or bylaw the election material accompanying the ballots will include nothing besides voting instructions, the biographical information and platform statements submitted by the candidates, and a list of the present directors, with their names and states of residence. The list of directors will indicate which incumbents' seats are being filled by the election and which have terms that continue beyond the current year.

H. NSS election ballots will be emailed. A provision for alternative voting methods for members without online access will be made.

I. No candidate for Director may receive marked ballots nor be a teller.

J. Interim results of elections will be secret and known only to the official teller of the election.

K. Final election results will be announced first to the candidates, then to the Board of Governors, and subsequently to the Society membership. The candidates and the Board of Governors will be informed of the election results no less than 40 days preceding the current year NSS National Convention.

L. The chair of the Nominating Committee will make available at the convention, for review by any of that year's candidates, the final tallying sheets for the election and all ballots. Following the convention, the Committee's records and ballots will be sent to the Archivist and should be kept in the archives for not less than two years.

M. When required, the President may put a Bylaw or act referendum, along with a pro and a con position statement, on the ballot to be voted on. The same general procedures for the Director’s election will apply to the Bylaw or act referendum, except that the final results will be given first to the President for action, then to all the other members of the Board.

N. Each year, a complete, list of the ballot results will be emailed to the NSS Archivist, in care of the NSS Office, to be placed in the NSS Archives.

II. EXECUTIVE SEARCH

A. The search for an Executive Director, when a vacancy occurs, must be conducted with a 3rd party executive search firm.

B. The cost of using a search firm may be large; however, it is critical that the correct candidate is found. A candidate guarantee of 6 months to 1 year is required.

APPENDIX AR

July 27, 2001

(Refer to Act 11-708)

NSS TRAVEL POLICY

The NSS functions as a volunteer organization benefiting from countless hours and dollars donated directly and indirectly by its Volunteers each year. While many are able to, and comfortable with, donating all expenses involved with their NSS "jobs" there are occasions where reimbursement for some travel expenses are necessary to allow the volunteer to accomplish their job without undue financial pressure. As an example, members of the Board of Governors pay all personal travel expenses to attend BOG meetings throughout the country. ~~<<Officers, as BOG members, also pay their own way to the general meetings of the BOG, but receive subsidized travel for the Executive Committee meetings held between each BOG meeting, as it is recognized that the cost of these additional trips begin to stretch the pocketbooks of even the most ardent volunteer.>>~~ Our intent in spelling out this travel policy is to make clear when reimbursement is available, and how it is accounted for, should a Volunteer request it, while encouraging the continued spirit of covering expenses personally, when that is not burdensome. We operate the Society on a modest income and accomplish a very wide range of activities, in part, because we are fortunate enough to have so many of our members donate their time and resources. In order to be clear, while allowing flexibility where needed, and avoid inconsistency in administering NSS funds, we have spelled out areas where our Acts provide for travel, our general policies, including paying for travel of our office staff for NSS events, where they are "on duty," general guidelines for Convention committees and the NCRC, (which are covered in more detail in their respective policy documents).

The >>Department Heads<< ~~<<Officers>>~~ each has a modest travel fund that they may apply to special travel needs by those committees and Volunteers who work in their departments, where travel costs become a concern.

GUIDELINES FOR REIMBURSEMENT:

(1) Assistance is limited to the costs of transportation unless established under specific acts and policies. Examples:

(A) The office staff when operating the bookstore off site.
(B) NCRC Training staff at NCRC national seminars funded by registration fees as per Policy for NCRC National Seminars.

(2) Travel arrangements should be made at the most reasonable cost. The maximum allowed airfare should be at the coach, economy or similar low cost rate with 14 day advance reservation or driving at the IRS Tax code volunteer or employee rate, as applicable, for not-for-profit organizations.

(3) Travel reimbursement must be for more than 300 miles. Multiple short trips totaling more than 300 miles within a 30 day period are eligible for reimbursement. Employees are not subject to this limit.

(4) Each person requesting reimbursement will submit an expense report (on a form Approved by the Treasurer) with receipts or similar documentation such as a detailed description of the expenses and the date it was incurred. The report will describe the reason for the travel. The travel report must be approved and signed by the respective >>Department Head<< ~~<<officer>>~~. The officer will forward the travel request to the Treasurer for reimbursement. The Society shall try to provide reimbursement within 30 days after submission of the report

WHO SHOULD RECEIVE AUTHORIZED TRAVEL:

The NSS will reimburse travel costs incurred by:

(1) >>Department Heads,<< ~~<<NSS officers>>~~ in order to attend >>Staff<< ~~<<EC>>~~ meeting (other than those held in association with meetings of the Board of Governors) provided the travel expenses are covered by a BOG approved ~~<<EC>>~~ Travel budget.

(2) Individuals invited to attend an >>Staff<< ~~<<EC>>~~ meeting (for example to help prepare the NSS budget) provided the travel expenses are funded from a~~<<n officer's>>~~ department budget.

(3) Any volunteer or employee of the Society, traveling on the Society business, when reimbursement is authorized in advance by >>a department head<< ~~<<an Officer>>~~ and whose travel expenses can be covered by that >>Department<< ~~<<Officer's>>~~ travel budget without exceeding the approved budget amounts. Current examples are:

(A) NSS >>Executive Director<< ~~<<Operations Vice President>>~~, Secretary-Treasurer or their designated agents
when required to perform their duties at the NSS office.

(B) NSS employees carrying out the duties of their NSS job. This includes their designated agent to transport them or NSS bookstore items to an NSS convention or other sales event.

(C) Individuals traveling to special events when approved by the ~~<<President>>~~ >>Executive Director<< in advance and funded from the >>Executive Director's<< ~~<<President's>>~~ Conference Travel Budget. For example, specialists requested to testify at government hearings.

(4) Individuals who need to travel and who have a budget approved by the BOG, which explicitly approves the expenditures of funds for travel costs. Current examples are:

(A) NSS NEWS editor.
(B) Journal of Caves & Karst Studies editor.
(C) Conservation Committee Chairman.
(D) NSS National Cave Management Symposium Coordinator.
(E) NSS Convention Development Committee Chairman.
(F) NSS Recording Secretary to attend required non-convention meetings.

(5) Specific individuals or groups of individuals funded according to acts of the Board of Governors such as:

(A) instructors for a NCRC rescue training seminar funded from seminar fees as per the Policy for NCRC national seminars.

(B) NSS convention staff funded through Act 56-293 and referenced in Act 56-615.

(6) Individuals who receive an International Speleological Partnership grant and the travel is funded under the grant.

(7) Individuals who are performing work on behalf of the Society under a grant or contract from an external organization, which authorizes the reimbursement of travel costs. Reimbursement shall be as determined by the cooperative agreement.

(A) participants under the NSS Mammoth Cave Restoration Cooperative Agreement or any other such agreement with Government agencies that provides for travel expense reimbursement.

(8) Individuals in extraordinary situations when approved in advance by the Board of Governors.

CHECKS AND BALANCES:

All travel should have an approving/responsible party. Each officer is responsible for approving all travel expenditures within his or her department.

The Secretary/Treasurer has the responsibility to report a summary of all NSS travel in >>their<< ~~<<his>>~~ annual report to the board as prescribed by the Board of Governors. As with any budget item, details should be available upon request by members of the Board of Governors.

APPENDIX AU
October 18, 2003
(Refer to Act 43-380)
Amended 07-30-18:40

NSS FELLOW AWARD SELECTION PROCESS

The Awards >>team<< ~~<<Committee>>~~ shall solicit nominations of Society members to be awarded Fellow by notice in the *NSS News* and on the NSS Web Site. The deadline for receiving nominations is November 15 of the year preceding that in which the Fellowships will be awarded.

The nomination list shall be sent to all members of the Awards >>team<< ~~<<Committee>>~~ and the Board of Governors, who will be given a minimum of two weeks to submit comments on the candidates. During this time frame, the NSS office will verify the membership eligibility of the candidates.

After the close of the comment period, copies of nominating materials and comments on eligible candidates shall be sent to all members of the Awards >>team<< ~~<<Committee>>~~. Each candidate will be evaluated using a numerical scale of one to ten.

Completed ballots shall be returned, within the deadline established. The candidates shall be ranked according to the candidate's average score. The >>team<< ~~<<Committee>>~~ shall recommend the candidates whose score falls above the natural break point in the final candidate ranking. In accordance with Bylaw >>III<< ~~<<11>>~~.E., the total number of awarded Fellows should not exceed 15% of the membership. Candidates with a high ranking, but not awarded a Fellow, will be considered the following year, and their nominators will be encouraged to submit further supporting information. The complete list of candidates, with the >>team<< ~~<<Committee>>~~'s recommendations, shall be distributed to the Board at least 30 days prior to the spring Board of Governors meeting.

During the spring meeting, the Board shall select the recipients of the Fellow Award in closed session. Recipients should be members appearing on the >>team<< ~~<<Committee>>~~'s list of eligible candidates.

APPENDIX AV
March 25, 2006:21
(Refer to Act 15-770)
Amended 11-09-19:15, 08-09-13:21, 08-15-08:31

FINANCIAL REVIEW COMMITTEE POLICY

REVIEW COMMITTEE CHARTER

Purpose
The primary function of the Review Committee (the "Committee") is to assist the Board of Governors of the National Speleological Society (the "Society") in fulfilling its oversight responsibilities relating to: (i) the integrity of the Society's financial statements, (ii) the Society's systems of internal control, (iii) the independence and performance of the external and internal review functions and (iv) the Society's compliance with legal and regulatory requirements. The Committee shall maintain free and open communication among and between the Committee, independent reviewers and the Society's management. The Committee shall take all appropriate actions to set for the Society the overall tone for quality financial reporting, sound business risk practices, and ethical behavior.

Composition & Independence
The Committee will consist of no less than three, but no more than five persons, three of which are elected members of the directorate, and none are officers of the Society. A quorum shall consist of a simple majority of Committee members.

Committee members, to the extent permissible under applicable law, must be: (i) independent of the management of the Society (including its component units and related organizations) and (ii) free of any financial or personal relationship that would impair such independence.

A majority of Committee members shall be financially literate and, if possible, at least one member shall be a financial expert. Financial literacy is defined as being able to read and understand fundamental financial statements. Financial expert means a person who has one or more of the following: (i) an understanding of generally accepted accounting principles related to not for profit organizations and the related financial statements and disclosures, (ii) experience applying such principles, (iii) experience preparing or reviewing financial statements, (iv) experience with internal controls or (v) an understanding of review committee functions.

Committee Membership Selection
The >>Chair of the Board<< ~~<<Chairman of the Directorate>>~~, with the concurrence of the >>Board<< ~~<<Directorate>>~~, is responsible for the selection of the chairman of the Review Committee. The chairman of the Review Committee, with the concurrence of the Chairman of the >>Board<<~~>>Directorate<<~~, is responsible for selecting members of the committee. The Chairman of the Review Committee is responsible for managing the affairs of the committee.

Duties and Responsibilities
It is not the Committee's duty to plan or conduct reviews or to determine that the Society's financial statements are complete, accurate and, in accordance with, generally accepted accounting principles.

The Society's management is responsible for the preparation, presentation, and integrity of the Society's financial statements and for the appropriateness of the accounting principles and reporting policies used by the Society.

The following duties and responsibilities, shall be the principle duties and responsibilities of the Committee regarding review matters.

- Be directly responsible for the appointment, compensation, oversight and retention of the Society's independent external reviewer. The independent external reviewer shall report directly to the Committee.

- If the Committee believes that the independent external reviewer can provide tax services to the Society, such as tax compliance, tax planning and tax advice, without impairing the reviewer's independence. However, the Committee will not permit the retention of the independent external reviewer in connection with a transaction recommended by the independent reviewer, the purpose of which may be tax avoidance and the tax treatment of which may not be supported in the Internal Revenue Code and related regulations.

- Pre-approve all review and non-review services provided by the independent external reviewer. The independent external reviewer is specifically prohibited from performing the following services:

    o Bookkeeping
    o Financial information systems design, implementation or operation
    o Appraisal or valuation services
    o Actuarial services
    o Internal review outsourcing services
    o Management functions or human resources services
    o Investment banking services
    o Legal services

- Provide sufficient opportunity for the independent external reviewer and the internal reviewer to meet privately with the Committee.

- Confer with the Society's management and the independent external reviewer to determine whether the independent external reviewer is satisfied with the disclosures in and content of the Society's financial statements, including the nature and extent of any significant changes in accounting principles. Make inquiries of the Society's management and the independent external reviewer concerning the effectiveness of the Society's system of internal controls.

- Review with the Society's management, the independent external reviewer and their judgments about: (i) the quality and acceptability of the Society's accounting principles, (ii) the consistency in the application of accounting policies, (iii) the reasonableness of significant judgments, (iv) the degree of aggressiveness or conservatism in applying accounting principles and (v) the clarity and completeness of the financial statements and related disclosures.

- Review and approve the annual financial statements of the Society and, if applicable, the review report on Federal Awards as required by OMB Circular A-133 as amended or succeeded.

- Review with the Society's management and the independent external reviewer all matters required to be communicated to the Committee under generally accepted reviewing standards, including communications under Statement of Reviewing Standards No. 61 "Communications with Review Committee," as amended or succeeded.

- Maintain adequate policies and guidelines for receiving complaints regarding accounting controls and reports of financial fraud. Receive briefings on any financial fraud situation or whistleblower complaints from the Society's management.

- Monitor the Society's conflict of interest policies, principles of employee conduct and fraud policy.

APPENDIX BF
November 11, 2018:27
Amended 03-23-19:17, 18, 03-19-22:22b
(Refer to Act 28-944)

NSS Anti-Harassment Policy

This Anti-Harassment Policy applies to all events sanctioned by the National Speleological Society. Internal organizations within the Society are independent organizations and may create their own policies. To remain compliant with the NSS Charter, they must also have in place an Anti-Harassment Policy, agree to implement the NSS policy, or be subject to the policy of a parent/host institution, or risk loss of association with the NSS.

The National Speleological Society is dedicated to providing a safe and harassment-free environment for our members and attendees at our events, on social media, and within our organization. We will not tolerate harassment in any form. Any attendee that violates this policy will be told to leave the event and may be subject to further disciplinary action at the discretion of the NSS Board of Governors, pursuant to Bylaw >>XIII.C-E.<< ~~<< XI. B.>>~~ Discipline of Members.

Harassment includes but is not limited to inappropriate comments, inappropriate sexual behavior that warrants intervention, unwanted advances and touching, invasion of personal space in a sexual manner, deliberate intimidation, and unwelcomed sexual advances. In addition, harassment includes unwanted verbal, physical, cyber, or aggressive behavior. If an incident of harassment is reported, the event staff, volunteers, or NSS representatives will take corrective action against any offenders at the time of the incident, ranging from verbal warnings to expulsion from the area and/or event and a referral of the offender to the NSS Board of Governors for consideration of discipline from the Society.

We value all of our members and attendees that come to caving events and want to ensure that safety and well-being of all participants is a top priority. Any person being harassed or witnessing another person being harassed should contact a staff member immediately. We will make every effort to assist and provide protection for our members and attendees.

Complaints about harassment may also be directed, in confidence, to the >>Executive Director and/or Chair of the Board.<< ~~<<NSS president and/or the Chair of the Directorate.>>~~

The NSS Board of >>Governors<< ~~<<Directors>>~~ will only act on official, written reports of direct and personal attacks in regards to the Anti-Harassment policy. All complaints will be fully investigated and follow the policies and procedures outlined in this policy.

Cross Reference: Appendix J, NSS Code of Conduct

APPENDIX BJ
July 25, 2020:10
Amended 03-25-23:10, 11, 03-19-22:21a
(Refer to Act 28-957)

National Speleological Society
Code of Conduct

Why Have a Code of Conduct?

The National Speleological Society (NSS) is dedicated to the exploration, study, and protection of caves and their environments. Just as importantly, it is also predominantly a community of friends. To create the best community in the world for caving and to foster an inclusive environment where everyone feels capable of pursuing our goals, it is critical to have a shared understanding of what constitutes acceptable and unacceptable behavior. It is impossible to further the goals of our society if harassing behaviors are allowed to persist within the confines of our activities. The NSS works as a self-directed, community-driven organization because of the trust shared among NSS cavers. Reporting Code of Conduct violations helps identify when this trust is broken and prevents incidents from happening in the future.

Accordingly, all NSS members, as well as guests and visitors, are expected to show respect, kindness, and courtesy to each other in all interactions, whether at official NSS events, in our online community, or in other contexts.

The NSS Board of Governors created this Code of Conduct from the feedback and suggestions of NSS members, evaluation of similar policies from other organizations, and a review of how the NSS currently handles violations of our policies. The intent is to lay out what is considered unacceptable actions that require reporting, inquiry, and potential disciplinary action resulting from violations of Board Act~~<<s 28-944 (Anti-Harassment Policy),>>~~ 28-558 (Non-Discrimination in Membership)~~<<, and 40-544 (Prohibition of Discrimination) at NSS-sponsored activities>>~~. More generally, this document exists to ensure that everyone has a common understanding of behaviors that do not "show respect, kindness, and courtesy to each other" at NSS-sponsored events. Inquiries and disciplinary actions associated with the Code of Conduct are administered by the >>Executive Director<< ~~<<President>>~~ and the General Counsel of the NSS and can be escalated to the Board of Governors for additional action.

Scope

Unacceptable behaviors, as defined below, by NSS members, guests, and visitors are not tolerated when representing the NSS in any capacity, including, but not limited to, participation in official NSS events and online on NSS internal communities (for example, Cavechat.org, NSS Facebook Group, NSS Slack, or other online groups officially associated with the NSS). While not required, we encourage NSS Internal Organizations (I/O) to adopt and enforce this Code at the I/O level.

The NSS community and experience often extends outside official NSS events. NSS members go on caving trips together, attend meetups or conferences as a group, and communicate on other social media forums. Abusive or unwelcoming behavior among NSS members still has a profound effect on individuals and on the community when it happens outside of official NSS events. When reported, the

NSS General Counsel, in consultation with the ~~<<NSS President>>~~ >>Executive Director<< will investigate reports and recommend outcomes of the investigations to the ~~<<President and,>>~~>>Chair of the Board<< if necessary and the Board of Governors.
This Code of Conduct is not intended to be a formal legal process; instead, this is a compilation of behaviors that violate our existing policies, a description of how and when to report violations, and a description of how the General Counsel and >>Executive Director<< ~~<<President>>~~ of the NSS will respond to reported violations. The Board of Governors will review this Code of Conduct and update it as necessary based on past cases and member feedback.

The following definitions apply to the individuals referenced in this Code of Conduct:

- **Complainant**: An individual, group, or I/O that initiates a report
- **Respondent**: A member or group that is the subject of the report or investigation
- **Witness**: An individual who can provide written or oral testimony in connection with a report

Definitions of Unacceptable Behaviors

The following types of behavior are considered unacceptable at official NSS events, both online and in-person. Engaging in any of the conduct below repeatedly, or in a way that creates discomfiture, constitutes a potential violation of the NSS Code of Conduct. Understanding the unique nature of caving, politely explaining physical/technical limitations of an activity (for example, a caving trip), without offensive or unnecessary commentary, does not constitute harassing behavior under this Code of Conduct.

Harassment—Including, but not limited to, offensive verbal comments or physical actions related to age, physique, disability, ethnicity, sex characteristics, gender identity and expression, education, socio-economic status, nationality, personal appearance, race, religion, or sexual identity and orientation.

Sexual Harassment—A subset of harassment that specifically includes unwanted behavior or words that are sexual in nature, including but not limited to, displaying sexual images in public spaces, stalking, inappropriate physical contact, and unwelcome sexual or persistent romantic attention.

Threats—Statements or actions that imply, explicitly or implicitly, intent to harm.

Blatant "-isms"—Statements that are explicitly antagonistic to a person's identity. This includes, but is not limited to, statements about age, physique, disability, ethnicity, sex characteristics, gender identity and expression, education, socio-economic status, nationality, personal appearance, race, religion, or sexual identity and orientation (for example, racist, sexist, or homophobic statements).

Reporting

If you or someone else is in immediate danger from criminal activity (for example, physical assault, sexual assault, theft), a dangerous physical situation (for example, fire, serious injury, fear that someone will hurt themselves or someone else), or have witnessed a crime, please contact law enforcement immediately—call 911. For other immediate needs at an official NSS event that are not of criminal or harassing concerns, follow the contact procedures provided by the event organizers or the NSS >>Membership Department Head<< ~~<<Operations Vice President>>~~ by phone (available from caves.org).

If you experience or witness any behavior that appears to be a violation of this Code of Conduct, please report it using our online form.

Where and How to Report

Please report all Code of Conduct violations using our reporting form. The information that the form requests includes:

- **Your name—**This is incredibly helpful for us to be able to follow up with you and ask questions to better understand the situation. All reports are confidential; however, the form allows you to report anonymously. We take every report seriously—please report anonymously only if absolutely necessary. Anonymous reports often limit the ability of the General Counsel to investigate the report to the extent necessary. If you can, please consider providing an email address so that we can follow up with you about the report via our third-party reporting tool, which anonymizes your contact information, meaning that we will never see your email address.

- **A detailed description of what happened—**Whenever possible, please include the names of all individuals present at the time of the violation. If the violation happened online, please take a screenshot and include this evidence in your report.

- **Where and when the incident happened—**Any information that will provide detailed context for the incident.

- **Current status—**This lets us know the current state of the situation. Please let us know if there have been subsequent conversations or actions with parties involved in the complaint since the reported actions occurred.

- **Any other relevant context—**Do you have examples of a pattern of similar behavior from this person before? Do you have a relationship with this person outside of the NSS?

Confidentiality

All reports will be kept confidential, to the extent possible, and on a need-to-know basis among those involved in the investigation and disciplinary process, except as agreed on with the complainant and others named specifically in the report. When incidents are discussed outside this group, including with the respondent and witnesses, the details will be anonymized as much as possible to protect the complainant's privacy.

However, we recognize that many incidents occur in interactions where anonymization is not possible. If you have concerns about retaliation or the personal safety of the complainant or witnesses and do not want us to share the details of your report with anyone (including the respondent), please let us know explicitly in your report. Although we will not be able to take direct action in this case, with your permission we will collect statistics on the prevalence of such incidents within the society.

In some rare cases, we may decide to share an update about a major incident with the entire NSS community. If that is the case, the identities of all parties involved will remain confidential unless those individuals instruct us otherwise.

Enforcement

This policy is intended to protect members through the use of reasonable due process procedures. Recognizing that each case is different, the NSS is dedicated to applying discipline in a fair and consistent manner.

The NSS Board of Directors will only act on official, written reports of direct and personal attacks in regards to the Code of Conduct. All complaints will be fully investigated and follow the policies and procedures outlined in this policy.

After filing a report, a representative of the Code of Conduct >>team<< ~~<<Committee>>~~ will contact you personally, review the incident, and follow up with any additional questions. The Code of Conduct >>team<< ~~<<Committee>>~~ must either: 1) refer the parties to the Internal Organizations >>team<< ~~<<Committee>>~~ if the complaint does not meet the level of NSS involvement, 2) refer the parties to the Internal Organizations >>team<< ~~<<Committee>>~~ for mediation, 3) notifies parties if a complaint does not warrant further investigation, or 4) refer to the General Counsel's legal >>team<< ~~<<Committee>>~~ for investigation and oversee the investigation maintaining communication with the parties. The investigation may involve actions including, but not limited to, interviewing all involved in the situation, including witnesses identified by the reporting party and the accused, reviewing material evidence, and other modes of investigation as needed. During this process, if the complainant, respondent, or witnesses have inquiries into the status of the investigation, they should reach out to their Code of Conduct >>team<< ~~<<Committee>>~~ representative. Mediation is not considered to be discipline, and if appropriate, mediation will be attempted before disciplinary action.

If the complainant, respondent, or witnesses are part of the legal >>team<< ~~<<Committee>>~~ or Board of Governors, they must recuse themselves from handling the incident.

Likewise, if anyone in the aforementioned groups has a conflict of interest, they must recuse themselves from investigation and adjudication.

If the respondent is found to be in violation of the Code of Conduct, they will be sanctioned, with disciplinary actions ranging from a verbal warning up to, and including, removal from the society. The Code of Conduct >>team<< ~~<<Committee>>~~ will conduct a hearing before the Board of Governors and will seek 2/3 approval before administering the sanction. Parties are entitled to view the investigation report and submit written statements to the board prior to the hearing.

Cross Reference: Appendix BF, NSS Anti-Harassment Policy

APPENDIX BP
December 4, 2021:24
(Refer to Act 91-976)

Charter of the National Speleological Society
Vertical Training Commission

Adopted by the Board of Governors on December 4, 2021

Our trainers recognize that the best teachers are always learning from their students and will use the best practices in education for effective training. Our goal is to improve vertical safety for cavers, while resisting efforts to develop vertical training certifications as a mechanism to limit or restrict cave access.

I) ESTABLISHMENT: The National Speleological Society (NSS) hereby establishes the Vertical Training Commission (VTC or Commission). The VTC is located within the Education ~~<<Division of the>>~~ Department~~<< of the NSS Administrative Vice President (NSS AVP)>>~~.

II) CHARGE: The charge of the VTC is to:

A) Create a training curriculum to help interested individuals obtain the appropriate and sufficient competencies, critical thinking, and problem-solving skills needed to be safe while using vertical caving techniques.

B) Develop and maintain a vertical training program that provides hands-on experience and training through vertical training courses ("Courses") that are accessible, attainable, and understandable to people of diverse knowledge sets and backgrounds, while maintaining minimal costs and bureaucratic processes.

C) Train competent, safe, and active vertical trainers to be proficient in teaching the VTC educational materials.

III) STRUCTURE: The VTC will be composed of a National Coordinator, a Secretary Treasurer, Education Coordinator, Regional Coordinators (RCs), Master-Trainers and Trainers. A Governing Board (Board) will be responsible for managing the overall affairs of the organization, and will coordinate and oversee training operations, including qualification of Master-Trainers and Trainers. The Commission will initially have one standing committee, the Curriculum Committee (CC), which will be responsible for developing and maintaining educational materials for use in VTC vertical training courses.

IV) Governing Board:

A) Membership: The VTC will be managed by a Board of RCs and the following officers:

National Coordinator
Secretary -Treasurer
Education Coordinator

Each RC and Officer will have an equal vote on the Board. No individual will serve in more than one officer position simultaneously.

B) Annual Meeting: The Board must hold at least one meeting annually during the NSS Convention.

C) Regional Coordinators (RCs): The responsibilities of the Regional Coordinators are:

1) Identify the approaches necessary to maximize opportunities for the training of interested cavers.

2) By a two-thirds vote of the full current membership of the Board, approve materials and curricula developed by the Curriculum Committee.

3) Determine the criteria for the qualification of Master-Trainers; conduct Courses to train Master-Trainers using materials and curricula developed by the Curriculum Committee; maintain a record of current Master-Trainers.

4) Determine the criteria for the qualification of Trainers and ensure material and curricula developed by the Curriculum Committee is available for this qualification; maintain a list of current Trainers.

5) Conduct regional and/or national vertical training Courses as needed for Trainees using curricula developed by the Curriculum Committee.

6) Advise the Curriculum Committee regarding the development of materials and curricula.

7) Nominate individuals, confirmed by a majority vote of the RCs, to serve as the National Coordinator, Secretary-Treasurer, Webmaster, and members of the Curriculum Committee.

D) Regions: each geographical are must be represented by one RC. These regions are:

North Eastern (CT, ME, MA, NH, NY, RI, VT)
Eastern (VA, WV, PA, NJ, MD, DE, DC, OH)
South Eastern (FL, GA, SC, NC, TN, AL, MS, PR, VI)
Central (IL, IN, IA, KY, MI, MN, MO, WI)
South Central (AR, LA, NM, KS, OK, TX)
Rocky Mountain (CO, WY, MT, SD, NE, ND)
Western (NV, UT, AZ, CA)
Pacific Northwest (AK, ID, OR, WA, HI, GU, AS, MP)

E) RC Nominations: RCs are NSS members selected from among the VTC Trainers/Master-Trainers within their region by a majority of votes from this same group. Selections must be sent to the ~~<<AVP>>~~ >>Education Department Head<< for acceptance and appointment. Each RC term will be three years.

F) National Coordinator (NC): The responsibilities of the National Coordinator are:

1) Oversee the activities of the VTC and coordinate with the Regional Coordinators and Curriculum Committee.

2) Serve as a NSS liaison, reporting directly to the NSS ~~<<AVP>>~~ >>Education Department Head<<.

3) Ensure that at least one business meeting of the VTC will be organized annually.

G) NC Nomination: The NSS ~~<<AVP>>~~ >>Education Department Head<< must appoint the NC with input from the RCs. The NC will be an NSS member and will take office once written notice has been given to the NSS Board of Governors and the Secretary of

the Board. Each NC term will be three years.

H) Secretary Treasurer (S-T): The responsibilities of the S-T are:

1) Coordinate with the NSS Secretary-Treasurer to organize the VTC finances in accordance with NSS policy and practice.

2) Meet annually with the NSS ~~<<AVP>>~~ >>Education Department Head<< and VTC NC to build the VTC operating budget into the annual NSS Budget.

3) Approve all expenses of the VTC and ensure that the activities of the VTC are financially self-sustaining.

I) S-T Nomination: The National Coordinator must nominate the S-T who must be confirmed by a majority vote of the Board. The S-T must be an NSS member. The S-T term will be three years.

J) Education Coordinator (EC); The responsibilities of the EC are:

1) Oversee the activities of the Curriculum Committee and coordinate with the Board.

2) Organize the necessary meetings of the Curriculum Committee to create and maintain the VTC education materials.

K) EC Nomination: The EC is selected from among current members of the Curriculum Committee and nominated by a majority vote of the CC. The EC is appointed by the NSS ~~<<AVP>>~~ >>Education Department Head<<. The EC term will be four years.

L) Webmaster: The responsibilities of the Webmaster are:

1) Manage a website that provides a means of access to all training materials, including established competencies and training standards to NSS members.

2) The Webmaster need not be a Master-Trainer/Trainer but will have the same voting privileges for selecting the Regional Coordinator in their geographic region.

K) Webmaster Nomination: The National Coordinator must nominate the Webmaster who must be confirmed by a majority vote of the Board. The webmaster term will be three years.

V) Curriculum Committee (CC) Membership:

A) The CC must be composed of a minimum of five and up to seven members, including the Education Coordinator. Each member will have a vote on the CC.

B) Members of the CC must have the following qualifications and experience:

1) At least two members of the CC must be Master-Trainers.

2) At least one member of the CC must have professional experience in pedagogy.

3) At least one member of the CC must be experienced in advanced vertical caving techniques or have technical expertise with vertical equipment.

4) At least one member of the CC must have international caving experience.

C) Duties: The responsibilities of the CC are:

1) Develop educational materials for three tracks of training:

Master-Trainers: Those individuals who wish to train trainers;

Trainer: Any individual who wishes to train others in vertical techniques through grottos and other NSS organizations;

Trainee: Those who wish to receive training at any level.

2) Evaluate the effectiveness of the education materials and revise them as necessary.
3) Solicit input and recommendations on VTC education materials and effectiveness from all interested parties.
4) Select the individual, confirmed by a majority vote, to serve as the Education Coordinator.

D) Nominations: Members of the Curriculum Committee are nominated from individuals who demonstrate the necessary skills and an interest in serving on the CC. Nominations are approved by a majority of votes of the Board and must be sent to the ~~<<AVP>>~~ >>Education Department Head<< for acceptance and appointment. Each CC member term will be four years.

VI) Term Limits, Vacancies, and Removal

A) Regional Coordinators:

1) No person may be appointed to a Regional Coordinator position more than three times in any 12 consecutive calendar years.
2) A vacancy for a Regional Coordinator occurs from any of these events: (a) death; (b) they resign; (c) they are removed; (d) conclusion of a one-month grace period after expiration of their NSS membership; (e) they move out of the region they represent; or (f) their term expires.
3) Regional Coordinators may be removed by a two-thirds vote of the full current membership of the Board. Regional Coordinators serve at the pleasure of the NSS ~~<<AVP>>~~ >>Education Department Head<< and may be removed by the ~~<<AVP>>~~ >>Education Department Head<< with or without cause.

B) Officers

1) No person may be appointed as the National Coordinator for more than two consecutive terms in any 9 consecutive calendar years. The Secretary-Treasurer and Webmaster may be re-appointed for additional terms at the discretion of the NSS ~~<<AVP>>~~ >>Education Department Head<< with input from the Board.
2) A vacancy for an officer occurs from any of these events: (a) death; (b) they resign; (c) they are removed; (d) conclusion of a one-month grace period after expiration of their NSS membership; or (e) their term expires.

C) Curriculum Committee

1) No person may be appointed to the Curriculum Committee or as Education Coordinator more than twice in any twelve consecutive calendar years.
2) A vacancy on the Curriculum Committee occurs from any of these events: (a) death: (b) they resign; (c) they are removed; (d) their term expires.
3) Members of the Education Committee may be removed by two thirds vote of the full current membership of the Board. Members of the Education Committee may also be removed by the ~~<<AVP>>~~ >>Education Department Head<< at any time, with or without cause.

VII) Trainers

A) Master-Trainers

1) Any NSS member may be qualified as a Master-Trainer upon demonstrating sufficient knowledge, skills, experience, and proficiency in training Trainers through the Master-Trainer coursework, and upon a majority vote of the full current membership of the Board confirming that the individual has met the criteria for qualification and is also suitable to be a Master-Trainer. Completion of a Master-Trainer course does not automatically mean that the individual has met the criteria for qualification.

2) The Board may impose additional criteria for requalification after a fixed period or any other criteria, as determined by the VTC Bylaws.

3) Master-Trainers serve at the pleasure of the ~~<<AVP>>~~ >>Education Department Head<< and at the pleasure of the Board. Master-Trainers may be removed either by the ~~<<AVP>>~~ >>Education Department Head<< or by a two-thirds vote of the full current membership of the Board, with or without cause.

4) Master-Trainers may conduct Courses to train cavers in the safe use of vertical techniques, to train cavers to become Trainers, and to train Trainers to become Master-Trainers. All such Courses must be conducted with the prior knowledge and approval of the National Coordinator and must use materials and curricula developed by the Curriculum Committee and approved by the Board.

B) Trainers

1) Any NSS member may be qualified as a Trainer upon demonstrating sufficient knowledge and skills to teach a specific vertical training course level, upon a unanimous vote of all of the Master-Trainers conducting a Trainer course that the individual has completed and that the individual has met the criteria for qualification. But such a unanimous vote is subject to veto by a two-thirds vote of the full current membership of the Board. Completion of a Trainer course does not necessarily mean that the individual has met the criteria for qualification.

2) The Board may impose additional criteria for requalification after a fixed period or any other criteria, as determined by the VTC Bylaws.

3) Trainers serve at the pleasure of the ~~<<AVP>>~~ >>Education Department Head<< and at the pleasure of the Board. Trainers may be removed either by the ~~<<AVP>>~~ >>Education Department Head<< or by a two-thirds vote of the full current membership of the Board, with or without cause.

4) Trainers may conduct Courses to train cavers in the safe use of vertical techniques and equipment. All such Courses must use materials and curricula developed by the Curriculum Committee and approved by the Board.

VII) Operation of the VTC

A) The NSS Board of Governors may, by majority vote, remove any authority of the VTC, veto any action by the VTC, or exercise any authority otherwise given the VTC.

B) All financial accounting and disbursements for the VTC must be handled in accordance with the Acts o

f the NSS Board of Governors and financial and reporting requirements established by the NSS Secretary-Treasurer.

C) The VTC may not construct a website outside of the accepted NSS IT structure, and the VTC online presence must be in alignment with current NSS website strategies. The VTC secretary-treasurer must likewise manage VTC finances in accordance with the current practices as specified by the NSS secretary treasurer.
D) The Board and Curriculum Committee may appoint additional committees to accomplish the work of the VTC. The Board may establish additional Offices in its Bylaws to address the needs of the VTC, but no other office will have a vote on the Board.

E) The attached bylaws will govern the initial operation of the VTC. Thereafter, the VTC may amend its bylaws only by a two-thirds vote of the full current membership of the Board, followed by approval of the NSS~~<<AVP>>~~ >>Education Department Head<<

APPENDIX BR
March 19, 2022:15
(Refer to Act 28-979)

NSS Code of Ethics

The National Speleological Society (NSS) relies upon employees, elected officials, and appointed volunteers to work to achieve the goals of the Society. These individuals are expected to act in the best interest of furthering these goals when discharging the responsibilities of their position. These individuals may not use their position for their own gain, be it financial or using items developed for the NSS at their place of employment.

Ethical behavior is expected where someone might benefit financially or socially through action or inaction related to their NSS position, beyond any benefit that is associated with that position. It is acceptable that an NSS volunteer may benefit socially or professionally because of respect for their service to the NSS or NSS' goals.

Individuals are also expected to avoid situations where the perception of an ethical lapse is created. Individuals in office who face a situation with a potential ethical challenging situation must recuse themselves from the decision. If that is not possible, the individual must notify the NSS>>Executive Director or the Chair of the Board<< ~~<<president or the Chair of the Directorate (COD)>>~~, whichever is appropriate, in writing in a timely manner. Individuals who run for an elected office or who apply for an appointed office must disclose any relationships that might cause others to have a concern about ethical behavior. Note that having that relationship does not disqualify anyone.

Individuals must:

Avoid accepting any gifts above nominal value that make it appear they influenced an NSS matter.
> For example: If a landowner adjacent to an NSS property wishes the NSS to grant an easement and sends the NSS property manager a bottle of whiskey as a gift, the whiskey should not be accepted.

Recuse themselves from any decision that might provide personal financial benefit.
> For example: If an NSS-owned building needed to be re-roofed and a member of that property's management committee owned a roofing company, that person must either announce the he or she will not participate in or influence the decision-making process of selecting a contractor, or announce that his or her company will not submit a proposal for the work.

Make clear any relationships with others who hold or are applying or standing for NSS offices.
> For example: An individual who plans to run for an elected NSS office and has a partner or family member in an NSS office should publicly share the fact of the relationship.

Avoid situations where a single person controls expenditures without oversight.
> For example: When a person orders supplies for a NSS activity, another independent person must verify receipt of the supplies so that good stewardship of the funds is not questioned. Receipts for all purchases are required for reimbursement.

Be as transparent as possible about decisions that are questioned.

Violations of this code by employees are governed by the appropriate employment law.

Violations of this code by NSS members, except for employee members where the violation occurred within the scope of employment, may be disciplined as per the NSS Bylaws.

APPENDIX BT
January 22, 2023:5
(Refer to Act 02-948)

SAMPLE TEMPLATE

Director Annual Report

The template below is an example of the format that will be used in preparing the Director Annual Report. Go to Director~~<<ate>>~~ Annual Report Template to download the latest version of the Template. https://docs.google.com/spreadsheets/d/1ralGm5SdG6dLe2oRQ0mHI4sM_0-34KrD/edit?usp=sharing&ouid=107154391443095821826&rtpof=true&sd=true

Contact the Chair of the >>Board<< ~~<<Directorate>>~~ with questions, comments, concerns, or suggestions for the latest version of the Director Annual Report Template. chairofdirectorate@caves.org

Commented [1]: Change email address

	Participation on Board Level Committees				**Board Level Projects**	**Meeting Attendance**			**Volunteer Hours**
	>Strategic<<Planning	>>Financial<< Review	>>Bylaws<<	Exec Search	Board Acts Review	Summer	Fall	Spring	
INSTRUCTIONS: This report covers the fiscal year (Apr-Mar).	Highlight in green if you serve on one of these committees.				Highlight in green if you participated	Highlight in green if you attended, red if not; notate 'Proxy' if you sent a proxy			Number of hours you have volunteered
EXAMPLE: Phil Smith (2022-2025							Proxy		
(Director) (Term)									
Continue list of Directors and terms ↓									

Template continues following page

	Accomplishments
INSTRUCTIONS : This report covers the fiscal year (Apr-Mar).	List 3 bullet points of accomplishments. Include board level motion authored, actions taken on motions, committee activities, and fundraising initiatives. There is a **280-character maximum limit** that will be strictly enforced.
EXAMPLE: Phil Smith (2022-2025)	Phil promoted responsible access to the database for exploration, science, and conservation, while at the same time maintaining the security of the database. He also developed an agreement with the Virginia Department of Conservation and Recreation (DCR), Division of Natural Heritage (DNH), so they could use cave location info.
(Director) (Term)	
Continue list of Directors and terms ↓	

APPENDIX BU
January 22, 2023:8
(Refer to Act 40-988)

NSS Personnel Job Descriptions

Job descriptions for NSS Committees, Divisions, Chairs, and staff are listed in alphabetical order by department followed by the date the description was approved by the Board of Governors.

~~**<<President**~~

~~**Administrative Vice President**~~

~~**Executive Vice President**~~

~~**Operations Vice President>>**~~

Secretary-Treasurer

Staff