

**The
Internal
Organizations
Committee**

of the

National Speleological Society

How it functions.



INTERNAL ORGANIZATIONS

This is from the NSS bylaws.

A. Internal organizations are groups which 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.

B. 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.

C. A Regional Association (Region) is an internal organization made up of individuals and organizations in a general geographic area.

D. A Speleological Survey (Survey) is an internal organization made up of individuals and organizations engaged in gathering speleological data in a general geographic area.

E. A Special Section (Section) is an internal organization made up of individuals involved in a common study or interest related to speleology

Please refer to the latest version of the policy for Internal Organizations at the following place on the NSS website <https://caves.org/nss-business/bog/Append-D.pdf>

And refer to those Acts which apply to IOs

https://caves.org/nss-business/bog/64-Internal_Organizations.pdf

Administrative Duties

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

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

Each year the IO Committee Chairs will receive a request to submit all expenses to the NSS. The IO Committee Chair shall forward the request to the IO Committee members. This has been superseded in that the IO committee is expected to pay, out of pocket, expenses such as postage, paper and printing costs, filing supplies and phone calls.

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

Detailed Responsibilities

Process applications for new IOs and reinstatements.

Process IO deactivations .

Respond to requests for improvements from interested parties

Continually improve upon the IO records process and Annual Report process.

Maintain an IO web site that explains in detail the processes for IOs.

Keep IO related data up-to-date on the NSS server and NSS secure server

Keep others who need to know informed about IO activities

Process Annual Reports in a timely manner and check compliance

Provide the editor of the NSS Members Manual with data pertaining to IOs and Affinity Groups

Review and offer improvements to IO constitutions and bylaws

Maintain the IO Manual and update it on the IO website

Conduct occasional polls concerning topics of interest to IOs and publish results

Be present at the BOG meetings at Convention in cases where IO topics are on the agenda.

Schedule and preside over an IO Roundtable at Convention, when considered appropriate

Communicate with IOs

- Maintain the IO email list and Supplementary list (for those who want to know)

- Letters, email, web site, NSS News

- The administrative newsletter (I-O INFO) as needed

- Use the NSS Forum

Suggest improvements to BOG regarding the NSS regulations as they pertain to IOs

Respond to questions concerning IO topics from all who ask

Recruit new IO Committee members as needed

Maintain the IO Committee email list on the email app. IO-Committee

Work closely with the Chair of the Congress Of Grottos and prepare voting placards and sign-in for the mtg.

Maintain a file of paper folders for each IO

Periodically send older data sheets to the NSS archives.

Prepare periodic reports for the OVP

Committee Personnel

Keith D. Wheeland - Chair

- Process applications for new IOs and reinstatements.
- Submit Committee budget to OVP
- Prepare periodic status reports for OVP
- Process Annual Reports for Grottos, Regions, Sections, Surveys, and Affinity Groups
- Answer queries from IOs
- Respond to inquiries regarding sticky issues related to I/Os
- Review changes to existing IO constitutions and bylaws
- Keep the IO Committee's copy of the IO database up to date
- Maintain IO webpages
- Maintain IO Manual
- Prepare IO file for sending to the editor of the NSS Members Manual
- Send IO Committee changes to the editor of the NSS Members Manual
- Maintain IO email address book and send messages to IOs for interested parties
- Prepare a sign-in form and placards for the annual COG meeting.

Gary Bush

- Maintain IO Information page on the NSS website.

Paul Winter

- Learning all aspects of the operation of the IO Committee

Eric McMaster (now retired)

(developer of the IO record system on nssio.org)

- Maintained interactive website where IOs can update their data and submit their Annual Report.
- Hosts the web site for accomplishing the above. (now reimbursed for the hosting cost)

Matt Bowers

- In the process of re-writing the computer system for the Processing of IO records and the IO Annual Report

IO Database - Concept

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

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

Special Procedures Details

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

New IOs and Reinstatements

New IOs:

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

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

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

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

1. Make sure the name of the potential org. is available and appropriate for the type of organization. Refer to the NSS list at https://caves.org/nss-business/bog/Table_5A_Grottos.pdf
Why should the NSS have organizations with “survey” in their name that are grottos? Why “society” in the name for a grotto?
 2. Include the IO website address and applicable e-mail addresses. Ask the person to view the material on the IO website and then get back with questions.
 3. Explain that the new IO constitution and bylaws and IO history can be sent via email
 4. Explain that only the actual application must be submitted on paper.
 5. Work with the new applicant to make sure that its constitution and bylaws comply with the NSS regulations.
Keep in mind that the new organization is an autonomous organization and thus is entitled to its manner of operating its organization.
5. Offer suggestions to improve the constitution and bylaws

When the actual paper IO application is received:

1. Review the form for completeness.
2. Check that the potential members are NSS members in good standing
5. Send emails to existing grottos and the Region within the area to determine whether there is any reason why the org. should not be chartered.

When satisfied that everything is complete.

1. Assign a serial number and a password to the new IO.
2. Create a skeleton record for the IO on the nssio.org website and in the database on home computer
3. Add the IO to the ioption.txt file that propagates the dropdown list that allows NSS members to select a Primary Affiliation while applying for initial membership or renewing. Upload the file to the IO website.
4. Notify the applicant by email that the IO has been accepted and that you are forwarding the charter to the NSS President for a signature. Do not include the password in this email. That allows the IO to forward your email to all its members

5. Send another email with the Serial Number and password and explain nssio.org and explain the importance of Primary Affiliation. Ask the IO to update the online record.
6. If the organization is a grotto, add it to the grotto list on the IO website.
7. If the org. is not a grotto check the IO website to see if Gary Bush needs to change anything.
8. Send a formal letter of acceptance via USPS to the applicant and include one copy of the signed paper application.
9. Notify the NSS office and other interested parties of the new IO or reinstatement.
 - The IO Committee members email address group
 - The IO Notice email address group
 - The manager of the NSS office
 - Regional reps who have asked to be notified.

The notice shall include the name and Library address of the IO, the serial number of the IO, the primary state in which the IO is located (if applicable), and whether the IO wants to receive the News and Journal, and the NSS Membership Change Report.
10. Print a charter and attach the NSS seal.
11. Apply postage to a cardboard envelope (to protect the charter) addressed to the applicant.
12. Compose a welcoming letter from the President to the new grotto ready for the president's signature.
13. Place the charter, welcoming letter, and envelope in another envelope and send it along with a note to the NSS president. The NSS president will sign the welcoming letter and charter and forward them to the applicant.
14. Send a notice to the editor of the NSS news explaining the new IO or post it on the NSS Forum

Reinstatement of IOs

Are the constitution and bylaws up-to-date?

Is the IO aware of the latest requirements?

Can they be expected to be viable for a number of years?

Do they want to keep the same name and Serial Number of the prior inactive IO?

Finally approve or deny the reinstatement.

1. Activate and Update the IO on the in-house "official" database and on the online records at nssio.org.
2. Notify the applicant by email that the IO has been accepted as reinstated. Do not include the password in this email. That allows the IO to forward your email to all its members
3. Send another email with the Serial Number and password and explain nssio.org and explain the importance of Primary Affiliation. Ask the IO to update the online record.
4. If the organization is a grotto, add it to the grotto list on the IO website.
5. If the org. is not a grotto check the IO website to see if Gary Bush needs to change anything.
6. Notify the NSS office and other interested parties of the new IO or reinstatement.
 - The IO Committee members email address group
 - The IO Notice email address group
 - The manager of the NSS office
 - Regional reps who have asked to be notified.

The notice shall include the name and Library address of the IO, the serial number of the IO, the primary state in which the IO is located (if applicable), and whether the IO wants to receive the News and Journal, and the NSS Membership Change Report.
7. Send a notice to the editor of the NSS news explaining the IO reinstatement or post it on the NSS Forum

Deactivation of IOs

There are two types of IO deactivations.

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

Voluntary:

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

Remind the IO to follow its bylaws pertaining to IO assets.

Involuntary:

The IO Committee takes such action as necessary because of actions (or inaction) of the IO. The three most common reasons for deactivation are

- 1) failure to submit the annual report in a reasonable time after the posted deadline,
- 2) failure of the IO to include all members of their governing board in the IO record at nssio.org and
- 3) less than five NSS members have designated a grotto as their Primary Affiliation, and sometimes, failure of the IO to maintain board members who are paid-up NSS members (some IOs feel that they are so independent that they don't have to follow NSS regulations).

In all cases, explain to the IO that you are willing to work with them in order to get them back on track, and give them a reasonable amount of time to do so. If there is still no action by the IO, then an email and a formal letter of deactivation shall be sent to the IO. The letter shall be addressed to the last known address of the IO. It shall include the reasons for deactivation plus any action the IO may take to stop the deactivation or to become reinstated. It shall include the steps that the IO must comply with to become deactivated, i.e., disposal of IO funds. Place copies of all correspondence in the file folder of the IO.

1. Notify the IO Notice email address group.
2. If a grotto, remove the grotto name from the grotto list on the IO Committee web page.
3. Remove the IO from the list of All IOs on the IO Committee web page
4. On the nssio.org site, make the IO inactive.
5. Update the IO table in the database to make the IO inactive.
6. Create a history table item for the action.
7. Update the iooption.txt file by removing the deactivated IO's record and upload it to the IO website.

Update IO Records from www.nssio.org

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

6. Send the Changes report to the NSS Office Manager.
7. File the printed data sheet in the file folder for the IO.

Annual Report Processing

In late November or early December, send a reminder to all IOs that the Annual IO Report is due in January for the prior year. Include instructions on how to submit the report.

Before sending out the first notice, initialize the IO database to begin receiving Annual Reports for the new year. Change the tblINFO table to reflect the new dates. As soon as the first reminder is sent, allow the IOs to submit their IO Annual Report immediately rather than forcing them to comply with the January 1-31 requirement.

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

The IO system on nssio.org is set to send an email to the IO Committee Chair when anyone submits an annual report. If the report has been submitted, perform the steps above under "Update IO Records from nssio.org".

Check the IO report to see that it complies with the following.

All positions on the governing board for the IO have been entered into the Report

All persons who fill those positions are paid-up NSS Members.

The IO has included all members of its governing board.

When the Report is approved, update the AllIOs list on the IO Committee website to show that the report has been submitted.

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

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

Immediately after the deadline, notify the stragglers once again. Notify them that their IO is being temporarily deactivated. Go to the nssio.org site and deactivate the stragglers on the list. Give them a few days to respond, then contact other persons within the IO. Check with Regions. The late filers cause the most problems. It takes a lot of cajoling and creative techniques to find persons in the IO who seem to care. Many are impolite and just do not reply to the emails. After all reasonable means have been exhausted, deactivate the IO. (See Page 6).

IO File Folder

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

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

When an IO goes to the nssio.org site and updates the record, a new data sheet for the IO is printed which is a snapshot of the latest data. The new sheet is filed along with the previous sheets in the folder. Thus the folder contains a snapshot of the IO each time a change is made. (See page 20 for a sample data sheet.)

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



Photo of paper filing system for IO files. Uses the SMEAD tabs. One hanging folder for each IO, all arranged alphabetically by name.

There is one partial drawer for Regions, Sections, and Surveys. The Grottos take up three drawers.

Special Requests

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

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

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

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

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

Primary Affiliation Procedure

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

There was an automated procedure that I could run to download a file, however that procedure went away with recent updates to the NSS office computer changes. I now ask Phil Winkler to provide a file.

Lacking that, I have gone to the NSS website and checked each IO for the number of primaries and Manually updated my "official" copy of the database.

If I can get the file I need from the NSS office, it makes the processing much easier.

Verify that it is the format and contains the data required.

In Windows Explorer find IOSTUFF folder

In the folder IOSTUFF, delete the EMRXXX.TXT file

Change the name of file obtained from Phil to EMRXXX.TXT

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

The first step will create NSSMEMB and ALL_info tables.

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

COG Meeting Placards

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

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

NSS Members Manual Processing

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

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

The computer program extracts information from the IO Committee copy of the database and converts it into the proper format for the editor. A text file.

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

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

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

IO Email List

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

Whenever it is necessary to send a message to all IOs or to a subset of IOs, a text file is created from these addresses. The procedure may create multiple CSV text files because my current ISP only allows me to send a message with up to 98 addresses at one time. The text files are named ThunderX.CSV where X is a number to make the file name unique. It is possible to have up to 7 of these .CSV files.

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

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

Import the ThunderX.CSV into addressbooks in Thunderbird.

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

Checking the NSS Status for Each Officer of an IO Governing Board

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

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

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

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

Checking the Number of Primary Affiliations for a Grotto

Grottos must maintain a minimum of five NSS members who have designated the grotto as their Primary Affiliation. Smaller grottos often have trouble maintaining this level. After the Annual IO reports have been submitted it is advised to check on the compliance with this regulation. If grottos are in non-compliance, they must be notified and given a reasonable time to comply. If they can't comply, they must be deactivated.

Computer Software - IO Databases

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

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

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

Master Data Elements

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

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

Inactive (Y/N): If this is Yes, there must be a date in Year-Ended. Defaults to No.

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

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

Name (35-character): The name of the IO. Names are suggested by the IO in the application process. The name is vetted by the IO Committee to make sure it doesn't conflict with other IOs (former and present), and that it is in good taste. In the past the vetting was lax, so that we have grottos with the words, Society, or Survey in their name.

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

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

List-in (11-character): Up to four 2-character abbreviations for States in which the IO may be listed in the NSS

Members Manual and the NSS web page. The states are separated by a dash. The first one listed must be the charter state. FO and TR are allowed only one entry. Example: PA-MD-DE This was included in case it was reasonable to assume that cavers would travel to the grotto from the additional states in order to attend regular meetings.

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

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

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

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

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

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

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

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

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

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

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

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

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

Description (100 characters): A description of the organization. Used currently only for Affinity Groups. This could be extended to be used by any IO that wants to include remarks to be included in the online display of their IO information. (Future use)

IO Address data elements

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

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

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

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

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

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

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

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

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

Library Address data elements

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

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

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

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

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

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

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

Contacts data elements

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

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

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

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

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

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

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

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

Status or Annual Report data elements

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

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

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

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

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

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

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

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

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

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

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

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

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

Web Master elements

These were asked to be included by the NSS IT Committee, but have never been asked for. I have used it to remind the person if the IO Annual Report has not been submitted.

First name (30): Web master first name.

Last name (30): Web master last name.

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

Phone (17): Web master telephone.

Email (50): Web master email address.

Officer data elements

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

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

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

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

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

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

history data elements

These are stored in the history table, tblHistory.

A record is kept of changes such as the following:

- Deactivations
- Reinstatements
- Name changes

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

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

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

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

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

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

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

Supplemental Email List data elements

These are stored in the EmailSupp table.

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

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

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

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

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

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

The IOOPTION.TXT file

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

Some sample lines in IOOPTION.TXT are shown below.

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

The tblInfo table

This file is used to store items that are necessary to run the application.

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

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

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

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

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

–Report Year information in the IO table.

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

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

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

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

IO Committee Logo

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



COG Votes Formula

More detailed information can be found in the Rules of Procedure for the Congress of Grottos.

| PRIMARY | VOTES |
|---------|-------|
|---------|-------|

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

| | | | |
|---|--|--|-----------|
| Nittany Grotto | 000014 | Report | 1/27/2016 |
| | | Library | |
| PO Box 676 State College, PA 16804-0676 | | PO Box 676 State College, PA 16804-0676 | |
| hzb5048@psu.edu | | | |
| http://www.caves.org/grotto/nittany/ | | | |
| List in: PA | | | |
| Total members: 166 | NSS Primary 46 | | |
| Publication: <i>Nittany Grotto News</i> | Issued 1 | | |
| Sent to NSS Library? Yes | Cave files? No | | |
| Want News? Yes | Want Journal? Yes | Want Membership updates? Yes | |
| Constitution/Bylaws changed? No | | | |
| Meeting: | Every other Wed. starting 1st day of PSU classes 7:00 p.m. 117 EES Building, PSU main campus | | |
| Contact 1: Hope Brooks | Contact 2: Paul Winter | | |
| Home 443-510-0312 | 412-849-6824 | | |
| Work | | | |
| Email caverhope@gmail.com | pawwinter@gmail.com | | |
| WebMaster Chris Catherman | NSS 02878 | | |
| Email cavevader@yahoo.com | Phone 717-761-1292 | | |
| Officers: | | | |
| Director at Large | Andy "Karst" McKinnon | 16293 | |
| Vice President | Dave Seasholtz | 15342 | |
| President | Paul Winter | 62053 | |
| Director at Large | Bryan "Crow" Crowell | 40886 | |
| Secretary/Treasurer | Hope Brooks | 64260 | |
| Submitted by: Hope Brooks | 64260 | 1/26/2016 | |