NATIONAL SPELEOLOGICAL SOCIETY

BOARD OF GOVERNORS MANUAL

Table of Contents

As of 30 May 2022

Edited by: **PAUL DAMON - November, 1972, to March, 1974**
TOM REA - March, 1974, to June, 1975
JIM CRAIG - June, 1975, to June, 1986
TOM REA - June, 1986, to September, 1992
DAVE SENG - September, 1992, to June, 1994
KATHY WELLING - June, 1994, to November, 1996
VINCE KAPPLER - November, 1996 to Present

This material is prepared for use by the Board of Governors and permanent committee chairmen of the National Speleological Society, Inc. only. Its distribution is in no sense a publication.

Any questions, or errors in navigating this document, should be referred to the Secretary to the Board

INTRODUCTION

The Board of Governors Manual is a collection of information for the officers, directors, and permanent committee chairmen of the National Speleological Society. It is not a Society publication and is available only as this downloadable pdf file from the NSS web site. Maintenance of the BOG Manual is the responsibility of the Secretary to the Board. Information in the BOG Manual is not copyrighted and may be quoted or reproduced freely.

Pages in the BOG Manual are numbered as *section - dot - page number* or *section - dot - sub-section - dot - page number*,thus they would look like 1 2.334,5 or 1.A.1, 4.B.3 etc. There are gaps in the page numbers to reduce the necessity for re-numbering pages as tables and lists grow. Beginning in March 2006, new Acts of the Board, amended Acts, amendments to the Constitution and By-laws are annotated *month-day-year: meeting minutes agenda item number*. (Example: 03-25-06:24d references the March 25, 2006 Board of Governors Meeting, agenda item 24d.)

The BOG Manual includes useful information about the Society, including every act of the Board that establishes new policies, revises the governing body, or establishes new administrative procedures. The names and contact information for all current leaders of the society are listed at Table 4D. Each person listed should be sure his/her listing is as complete and up to date as possible.

The manual pages are updated three times a year, after each Board of Governors meeting.

NATIONAL SPELEOLOGICAL SOCIETY
BOARD OF GOVERNORS MANUAL

Table of Contents

Title Page

Introduction

Section One — National Speleological Society

Description
- Aims and Objectives
- Founding
- Speleological Societies in Other Countries Office Services
- National Speleological Foundation
- Articles of Incorporation
- Table 1: List of NSS Office Staff

Section Two — Constitution and Bylaws

- Constitution of the National Speleological Society
- Bylaws of the National Speleological Society

Section Three — Acts of the Board

- Index to the Acts Sections

Section Four — Governing Bodies

- Governing Bodies

- Organization Chart
- Table 4A: List of Board of Governors Meetings
- Table 4B: List of Past Officers of the Society
- Table 4C: List of Past Directors of the Society
- Table 4D: List of Current Personnel and Contact Info
- Table 4E: Descriptions of Permanent Committees
- Table 4F: Past Chairmen of Selected Committees
- Table 4G: Past Chair of the Directorate

Section Five — Internal Affairs

Internal Affairs
Table 5A: List of Grottos
Table 5B: List of Regional Associations
Table 5C: List of Speleological Surveys
Table 5D: List of Special Sections
Table 5E: List of NSS National Conventions
Table 5F: Growth of the National Speleological Society
Table 5G: Meetings of the International Congress of Speleology
Table 5H: International Union of Speleology

Section Six — Awards

Section 6: Member Recognition
Table 6A: List of Honorary Members
Table 6B: List of William J. Stephenson Outstanding Service Award Winners
Table 6C: List of Certificate of Merit Winners
Table 6D: List of Fellows of the Society
Table 6E: List of Ralph W. Stone Research Award Winners
Table 6F: List of Lew Bicking Award Winners
Table 6G: List of James G. Mitchell Award Winners
Table 6H: List of Conservation Award Winners
Table 6I: List of Peter M. Hauer Spelean History Award Winners
Table 6J: List of Spelean Arts & Letters Award Winners
Table 6K: List of Science Award Winners
Table 6L: List of Cave Rescue Award Winners
Table 6M: List of Benefactors
Table 6N: List of Stephenson Groupup

Section Seven — Text of Obsolete and Repealed Acts

PDF version

Section Eight — Annual Budget

See Fiscal Information

Section Nine — Executive Policies

9-0 Index of Executive Policies
9-1-President
9-2 Executive Vice President
9-3 Administrative Vice President
9-4 Operations Vice President
9-5 Secretary-Treasurer
9-6 Directors
9-7 Committees

SECTION 1 --- NATIONAL SPELEOLOGICAL SOCIETY

Top

The NATIONAL SPELEOLOGICAL SOCIETY (NSS) is a non-profit organization affiliated with the American Association for the Advancement of Science. It was founded for the purpose of advancing the study, conservation, exploration, and knowledge of caves. In addition, the Society collects and publishes information relating to speleology in this country and in all parts of the world. Membership in the Society encourages protection and conservation of caves and provides contact with thousands of serious explorers and scientists in the United States and foreign countries.

The NSS is administered by a Board of Governors consisting of twelve directors and five officers who meet about three times annually to consider matters of policy. Four directors are elected annually for three-year terms. Each year the directors elect the President, Executive Vice-President, Administrative Vice-President, Operations Vice-President and Secretary-Treasurer. These officers are responsible for the management of the Society under the policies adopted by the Board.

There are more than 250 local chapters of the NSS throughout the country. These local groups, usually known as ``grottos,'' conduct regular meetings and serve as a means of organizing speleologists within a geographical area. Members are urged, but not required, to join a local grotto in order to take part in joint explorations and publication work and to enjoy the programs and fellowship of other members.

The purpose of the Society is to promote interest in, and to advance in any and all ways, the study and science of speleology, the protection of caves and their natural contents, and to promote fellowship among those interested therein.

Although some have estimated that 50,000 caves or more exist in the United States, no organized effort was made to study them until 1941 when the National Speleological Society was organized. Its members explore, map, and publish reports about caves. Within the caves are to be found both geological and biological phenomena unlike any above ground. Investigation of these phenomena sometimes requires strenuous trips into areas never before seen by man. Special equipment, as well as the skills to use it, are frequently required to extend man's knowledge of caves. Many of our finest caves are open to the public, with guide service and safe, well-lighted walkways. A visit to one of these caves will show the scenic beauty of the underground. “Wild" caves provide a unique wilderness experience. Some are among the precious few remaining unexplored areas of the earth. For early man, caves were a refuge and shelter; for modern man, they are a challenge to his understanding and talents.

Speleology is the science of the study of caves. New as an organized science, its objective is an understanding of the forces that acted in the origin and development of caves and cave life. Scientific knowledge or training is not necessary for an interest in speleology, as observation and intelligent curiosity have contributed a great deal to the discovery of new areas and phenomena. Professional scientists in the fields of geology, meteorology, biology, and chemistry work in cooperation with interested non-professional cavers to gain knowledge of subterranean areas. In a world without light, cave creatures have become adapted to an environment by fundamental changes of special interest to biologists. The geologist can study the effects of solution, erosion, and earth movements in the surrounding walls of stone. The underground course of water and the hydrology of ancient times can be seen clearly in the meanders and configuration of cave passageways. The underground formations, the dripstones and erratic growths of minerals, draw the attention of mineralogists and also the interest of the photographer, who captures on film the beauty of these scenes. Reports of observations made on trips to caves are filed with local grottos and with the Society. The caver enjoys the beauty and rigors of the cave and the challenge of exploration. This enjoyment of nature,

combined with a deep respect for the conservation of the underground wilderness, can aid the speleologist in expanding our knowledge of caves.

You enter a cave as a guest of the owner and are expected to treat it with respect, avoiding damage of any kind. Before entering any cave, make sure you have permission of the owner. This is essential if good will is to be maintained, and applies even if the owner does not live within sight of the cave. Even when the owner has extended a standing invitation to visit his cave, it is still considered proper to check with him for each visit unless he has specifically indicated that this is unnecessary. Be sure to park your car where it will not be a nuisance to the landowner. Close any gate you may have opened on the way to the cave. Never cross a cultivated field or climb a wire fence. Spent carbide is harmful to cave life and even cattle deaths have been blamed on it. This can be prevented if each caver carries a suitable container in which used carbide can be placed and removed from the cave and premises. Upon leaving a cave, replace any logs or barriers that may have been placed there to keep stock from falling in. Make it a point to see the owner after having visited his cave. Let him know that you are safely out and tell him anything unusual you may have found. Finally, remember caving courtesy paves the way to good caver--cave owner relationships.

February 26, 1939, was an important date in the prenatal history of the NSS. On that day, a feature story by Jo Chamberlin appeared in the Sunday Washington Star telling about Mammoth Cave and Carlsbad Caverns, and about Floyd Collins, Jim White, and Charles E. Mohr. This article caught the attention of William J. Stephenson and his wife Merle of Washington, D.C., who for some years had been exploring caves in northern Virginia with Stevenson's colleague at the U.S. Patent Office, Elmer W. Harmon, and several other friends. This activity began when Stephenson, who was the leader of a hiking group connected with his church, decided one day to take a trip to a cave. After that, cave exploring became the principal activity of the group.

Stephenson's eye was caught by a key sentence in Chamberlin's article: “In England there is a national organization devoted to caving.” Stephenson immediately recognized the many advantages such an organization could have for the United States, and he set himself the task of establishing one. On May 6, 1939, the Speleological Society of the District of Columbia was a reality.

During the next year the group proved to be very successful. Numerous field trips were taken, and by June of 1940, when the first Bulletin was issued, a significant proportion of the members already lived outside of the Washington area. The appearance of Volume 1 of the Bulletin, under the editorship of Don Bloch, in combination with the fortuitous location of the Speleological Society in the nation's capital, caused others interested in caves around the country to begin to look to the young Washington organization as the fountainhead of American speleology.

In the fall of 1940, the officers of the Speleological Society of the District of Columbia drafted a constitution for a proposed National Speleological Society. The constitution followed the plan of the older one and stated that “…charter members of this Society shall be all members of the Speleological Society of the District of Columbia as of January 1, 1941, and all members of any other Society, whose main purpose is the study of speleology or exploration of caves, which gives notice in writing to the Board of Governors of the Speleological Society of the District of Columbia prior to January 1, 1941, that its membership desires to be included in this organization.” This draft was sent to several other caving groups that had become active in different parts of the country. On December 1, 1940, a group of 24 people under the leadership of Clay Perry met in Pettibone Falls Cave, Massachusetts, and ratified the proposed constitution. This action was reported to Washington, so that on January 1, 1941; the founding of the National Speleological Society was complete. The Society soon had two chapters: The New England Grotto and the District of Columbia Grotto.

SPELEOLOGICAL SOCIETIES IN OTHER COUNTRIES -- There are speleological societies in many other countries besides the United States. Some countries, like Great Britain, have many separate caving clubs. Other countries have a single organization similar to the NSS. Some have a large confederation composed of many separate clubs within the country. A list of Speleological Organizations can be found at http://www.uis-speleo.org/

OFFICE -- Prior to 1949 the office was on an informal basis at John Petrie's home. At that point, due to the increased membership, more formal office help was needed. A series of secretaries were employed by the Society from 1949 to 1971. In all cases, they were in the Washington, D.C. area. The office was in the home or apartment of the secretaries. At first, they were part time, but the work load increased to the point that in the late 1960's the job became full time. In 1971 the office was relocated to Huntsville, Alabama, in the new Society headquarters purchased on Cave Avenue adjacent to the NSS-owned Shelta Cave. In 2011 the NSS purchased its new Headquarters and Conference Center building on Pulaski Pike in Huntsville. Table 1A lists the office staff.

SERVICES -- The NSS provides numerous services to its members. The principal ones are found at http://caves.org

ARTICLES OF INCORPORATION

Top

Certificate of Incorporation No. 26672

We, the undersigned, all citizens of the United States, and a majority citizens and residents of the District of Columbia, desiring to associate ourselves as a corporation pursuant to the provisions of Title 5 of Chapter 5 of the Code of the District of Columbia, do hereby certify as follows:

First. The name or title by which this corporation shall be known in law shall be THE NATIONAL SPELEOLOGICAL SOCIETY.

Second. The term for which it is organized shall be Perpetual.

Third. The particular business and objects of said corporation shall be to promote the science and study of speleology throughout the United States of America.

Fourth. The number of its trustees, directors, or managers for the first year of its existence shall be five (5).

IN TESTIMONY WHEREOF, we have this ninth day of January, 1941, hereto set our hands and seal

W. J. Stephenson, Alden E. Snell, James A. Fowler, E. Anthony Eno, H. James Cole

Address: 4912 43rd Place, N.W.

Washington, D.C.

The National Speleological Society is a non-profit, tax-exempt organization under the provisions of the Internal Revenue Code. Donations to the Society may therefore be deducted from an individual's Federal Income Tax. The Society's Federal I.D. number is 54-6026867.

The Internal Revenue Service has ruled that individual chapters or grottos are not covered by the Society's exemption. They must obtain their own exemption if they desire that status.

TABLE 1A --- NSS OFFICE STAFF

Top

John Petrie	Washington, DC	1941 - 1951	
Ellen Moffett	Arlington, VA	1949 - 1954	
Lois Cutler	Arlington, VA	1954 - 1955	
Mary McKenzie	Falls Church, VA	1956	
Francis Cross	Vienna, VA	1956 - 1958	
Dorothy Kincaid	Alexandria, VA	1958 - 1961	
Elizabeth Harmon	Arlington, VA	1961 - 1962	
Mary McKenzie	Arlington, VA	1962 - 1964	
Beverly Frederick	Vienna, VA	1964 - 1971	
Betty Mayo	Huntsville, AL	1971 - 1974	
Jeanne Pridmore	Huntsville, AL	1972 - 1991	
Vickie Nixon	Huntsville, AL	1974 - 1995	
Jennifer Pinkley	Huntsville, AL	1991 - 1992	
Sheila Moss	Huntsville, AL	1991 - 1996	
Juanita Jones	Huntsville, AL	1992 - 1995	
Camille Mueller	Huntsville, AL	1995 - 2000	
Elizabeth Francis	Huntsville, AL	1996 - 1998	
Bill Torode	Huntsville, AL	1997 - Present	(Volunteer)
Avis Van Swearingen	Huntsville, AL	1998 - 2004	
Stephanie Searles	Huntsville, AL	2000 - 2014	
Patricia Miller	Huntsville, AL	2002 - 2002	
Micca Armstrong	Huntsville, AL	2004 - 2005	
Annette Nayman	Hazel Green, AL	2004 - 2008	
Kelli Davis	Huntsville, AL	2006 - 2011	
Denise Accardi	Huntsville, AL	2008 - 2009	
Stephanie (Rubio) Collier	Gurley, AL	2009 - 2018	
Michelle Vaughn	Huntsville, AL	2010 - Present	
Christy Starr	Huntsville, AL	2014 - Present	

Top

CONSTITUTION OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

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

II. The purpose of this Society shall be to promote interest in and to advance in any and all ways the study and science of speleology, the protection of caves and their natural contents, and to promote fellowship among those interested therein.

III. The government of this Society shall be by a Board of Governors which shall have full power to conduct and supervise all business of the Society, draft and adopt the Bylaws of the Society, make changes therein, appoint officers for the Society, and perform all other functions incident to the proper conduct of the Society.

IV. The life of the Society shall be perpetual or until terminated by a majority vote of the membership upon recommendation of the Board of Governors.

V. Membership in this Society shall be open to any persons who are interested in speleology and have complied with conditions of membership set forth in the Bylaws.

VI. Charter members of this Society shall be all members of the Speleological Society of the District of Columbia as of January 1, 1941, and all members of any other society, whose main purpose is the study of speleology or exploration of caves, which gives notice in writing to the Board of Governors of the Speleological Society of the District of Columbia prior to January 1, 1941, that its membership desires to be included in this organization.

VII. The first Board of Governors shall be composed of the members of the Board of Governors of the Speleological Society of the District of Columbia, together with the officers of any other organization complying with the provisions of Article VI of this Constitution.

VIII. Amendments to this Constitution may be proposed by either the Board of Governors or by petition of five percent of the regular or higher membership of the Society. Proposed amendments will be mailed to all regular or higher members of the Society. Amendments will be adopted by a two-thirds favorable vote of all ballots returned within ninety days of the mailing.

IX. The organization of this Society shall become effective as of January 1, 1941.

Amended:
06/72
07/14/14:4 - Article IX

Top

BYLAWS OF THE NATIONAL SPELEOLOGICAL SOCIETY

I. MEMBERSHIP - DUES

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

B. The Board of Governors, by 2/3 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 2/3 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 their original membership number will be reinstated.

II. AWARDS - GRANTS

A. The Board of Governors, or an officer or committee 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.

III. 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.

IV. BOARD OF GOVERNORS - OFFICERS - DIRECTORS

A. The Board of Governors shall consist of twelve directors plus the officers.

(1)

(a) The directors shall serve for three years, four being elected each year to take office at the start of the first Board meeting following May of that year. A tie for fourth place shall be broken by an immediate ballot of those current officers and directors who are not tied for fourth place.

(b) In the event that one or more vacancies develop, the Board may appoint interim directors. Their terms shall run until a successor to each vacancy can be elected through the normal elections process as described below and such successors take office. The elected successor then serves the remainder of the full term.

(c) The number of votes cast for each candidate shall determine which are elected for three-year terms and which for shorter terms to fill vacancies. In the event of ties for the shorter terms, such shall be broken by an immediate ballot of current officers and directors, excluding any under interim appointment or any tied for fourth place.

(2)

(a) Candidates for director shall be selected from among eligible Society members by a nominating committee of at least three members, appointed annually by the President and approved by the Board. Any eligible member may be nominated by a petition signed by twenty-five voting members. The ballot shall have provision for write-in votes. 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 IV.A.(1)(b) nor as proxies under Bylaw Section IV.E.

(b) The deadline for receiving ballots must be no later than thirty days before the elected directors take office. Ballots must be made available to voting members at least twenty-one days before the deadline for receiving ballots.

(c) (c) An announcement shall be published in the NSS NEWS, and otherwise

(d) 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.

(3) Officers of the Society shall be President, Executive-Vice President, Administrative Vice-President, Operations Vice-President, and Secretary-Treasurer.

(a) Every year at the fall meeting of the board of governors the directors convene and elect a president-elect, who becomes president of the society at the close of the spring meeting of the Board of Governors. The term of the office of the president is from the close of the spring meeting until the close of the following spring meeting or until a successor is elected and installed. The president-elect is not an officer of the society and has no formal authority or responsibilities by virtue of holding that position.

(b) Every year at the spring meeting of the Board of Governors the directors will elect the vice-presidents of the Society at a meeting of the Directorate convened for that purpose following the close of the opening session of the meeting, but prior to any subsequent session or meeting of the Board of Governors. The term of office of vice-presidents will be from one such organizational meeting to the next or until their successors are elected and installed.

(c) At every fall meeting of the Board of Governors the directors shall convene and elect the Secretary-Treasurer-elect. The term of office of the Secretary-Treasurer

shall begin at the opening of the spring meeting of the Board of Governors. The Secretary-Treasurer's term will be one year.

(d) An Executive Search Committee, whose Chairs shall be appointed by the directors, shall solicit nominations for President-Elect, vice-presidents, and Secretary-Treasurer by inserting suitable notice in the NSS *News* and other means. It shall distribute its list of candidates for officers to directors at least thirty days before the relevant elections. Additional nominations may be made during the election.

(e) The duties of the officers shall be those usually associated with the respective offices and such additional responsibilities as may be designated by the Board of Governors.

(f) In the absence of the President, the Vice-President with most time served as an officer shall perform the duties of this position until either the President is able to resume, or the Directors elect a new President or a President-elect is able to assume the position.

(g) Vacancies of the offices of Vice-Presidents and Secretary-Treasurer shall be filled by temporary appointment by the Chair of the Directorate, so as to continue the business of the society. The Chair of the Directorate (COD) shall promptly notify the Directorate of the vacancy, the proposed appointment, and obtain the advice and consent of the Directorate before making this appointment. The appointed officer shall be referred to as "acting" until regularly elected. At the next regular meeting, the Directorate may elect the appointee to regularly fill the vacancy, or may elect another candidate. Notice shall be made to the membership by the Executive Search Committee of the vacancy and proposed election of an officer prior to the regular meeting as done for other elections of officers.

B. No member may simultaneously exercise the privileges and responsibilities of a director and an officer of the Society. Only eligible members of the Society may serve on the Board of Governors.

C. The Directorate shall consist of the twelve elected Directors.

(1) The Directors shall elect a Chair of the Directorate from among themselves to preside at meetings of the Directorate and conduct such business as falls to the Directorate, as apart from the Board of Governors. Nominations for COD will be conducted during the closed session of the Directorate at the summer Board of Governors Monday meeting, with an election at the same meeting. The COD is the official contact for the Directorate. The COD is not an officer of the Society.

(2) Directorate business shall include, but is not limited to, the election of Officers of the Society, the appointment of Committee Chairs for committees that report to the Directorate, and the review of reports from such committees.

(3) Following any closed meetings, the Chair of the Directorate (COD) shall report in open session any formal actions taken by the Directorate.

D. Board of Governors Meetings.

(1) The Board of Governors may be convened by the action of the Board, by the President, or by petition of at least one third of the Board members. The President of the Society, or in their absence the Vice-President with the most time served as any officer, shall preside at meetings of the Board of Governors. Two thirds of the directors and three officers, all present, shall constitute a quorum at meetings of the Board of Governors.

(2) There shall be an annual meeting of the Board of Governors at each annual convention, which shall 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 shall be called by the President with due notice.

E. Directors and officers must be forwarded notice at least two weeks in advance of meetings of the Board of Governors.

F. 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 presiding officer must be notified of such proxy appointment prior to the meeting, or the proxy should file written authorization from his principal at the time of the meeting. Authorization should state whether or not discretionary voting powers have been given to the proxy.

G. Committee chairs may attend each meeting of the Board of Governors and have the privilege of speaking on matters relevant to the committee's function but shall have no vote.

H. A group of members chartered by the Society shall have 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, but shall have no vote.

I. 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 presiding officer, but shall have no power to vote.

J. Robert's Rules of Order, as Newly Revised, shall govern all procedural questions arising at meetings of the Board of Governors.

K. 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." The President shall see that a record is kept of all Acts and that the record is made available to at least all members of the Society.

L. 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 President of the Society, 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.

M. Removal from office.

(1) Officers and 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) Officers and 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 Officer or Director, and the petition has been given to the President of the Society 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.

(3) An Officer or Director who fails to attend two out of three successive Board of Governors meetings in a twelve-month period may be removed from office by a 2/3 majority vote of the Board of Governors.

V. CONVENTIONS - GROTTOS CONGRESS - SPECIAL MEETINGS

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

B. There shall 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.
   (1) The Congress shall provide for representation of both internal organizations and individual members and shall be conducted in such a manner prescribed by the Board of Governors until formal rules for governing are adopted by the Congress itself. (Such rules were adopted in 1969.)
   (2) The Congress shall have the power to pass resolutions; which resolutions must be considered by the Executive Committee before the next Board of Governors meeting. The President's report for that meeting shall discuss the resolutions.
   (3) The Congress shall meet at the annual convention and at such other time as its rules may provide.

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

VI. PERMANENT COMMITTEES AND COMMISSIONS

A. Permanent committees and commissions shall be established to accomplish the work of the Society. The duties of each committee and commission shall be to study, promote interest in, and work toward the advancement of all matters pertaining to its field of activity. Any questions of conflicting jurisdiction of committees or commissions shall be resolved by the President. For administrative purposes, the Board of Governors will divide the permanent committees and the permanent commissions into groups and will designate an officer of the Society to supervise the activities of each group.

B. The chairs of the permanent committees shall be appointed by the officer of the Society responsible for supervising the activities of the committee. Each chair shall promote the activities of the committee and select the personnel unless otherwise directed by the Board of Governors. A chair may appoint subcommittees to accomplish the work of the committee. Chairs will be considered seated once written notice has been given to the Board of Governors and the Secretary of the Board.

C. The chairs and members of permanent commissions shall be appointed by the officer of the Society responsible for supervising the activities of the commission. Commissions may appoint committees to accomplish the work of the commission. Chairs will be considered seated once written notice has been given to the Board of Governors and the Secretary of the Board.

D. Other temporary committees or commissions may be appointed by the President as needed.

VII. 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.

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.

VIII. 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.

IX. 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".

X. LIBRARY

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.

XI. 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, and revocation of awards.

D. Disciplinary procedures including hearings shall be carried out as described in the m recent edition of Roberts Rules of Order Newly Revised, Chapter XX. The Board shall ensure that the Accused is informed of all rights and procedures.

XII. 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 via either paper or digital format to the Board of Governors 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 President of the Society, 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.

XIII. DISSOLUTION

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.

As amended through November 2005.

Bylaws amended after November 2005 are annotated:

Section	Date:Agenda Item
Bylaw I.B.(14)	07-27-07:23
Bylaw I.B.(1), (3), (4) and I.D.	03-31-12:4 a, d
Bylaw II.A. and B.	03-31-12:2
Bylaw III.A. and C.	03-31-12:3
Bylaw IV.A.(1)(d), (3)(c) and (d), B., C., D., E., I., and M.	03-31-12:4 a, c, e, f, g, h
Bylaw IV.A.(1)(b) and (c)	03-31-12:26
Bylaw IV.A.(1)(a) and (c), (2)(b)	06-29-12:6
Bylaw IV.A.(2)(a)	06-29-12:21
Bylaw IV.A.(2)(c)	06-29-12:22
Bylaw IV.A.(3)(f)	06-29-12:23
Bylaw IV.C.	11-09-13:23
Bylaw V.B. (2)	03-15-14:6
Bylaw IV.A.(3)(c)	03-15-14:12
Bylaw IV.C.(1)	07-14-14:17
Bylaw I.B,C, and D	10-25-14:5
Bylaw IV. add part M.	07-18-16:19
Bylaw IV.A.(3) add part (g)	07-18-16:20
Bylaw IV.A.(3)(c)	10-21-17:16
Bylaw IV.D.(1)	03-17-18:19
Bylaw IV.A.(3)(d)	07-30-18:15
Bylaw II.E.	07-30-18:40
Bylaw XI. add C and D	11-10-18:26
Bylaw IV.J.	06-17-19:24
Bylaw IV.A.(3)(c)	11-09-19:12
Bylaw IV.B	07-25-20:8
Bylaw I.E.	11-07-20:12
Bylaw IV.A.(3)(d)(f)(g)	11-07-20:6, 8, 17
Bylaw IV.C.(1)(2)(3)	11-07-20:9, 10, 11
Bylaw IV.D.(1)	11-07-20:14
Bylaw IV.F	11-07-20:12
Bylaw VI.B and C	11-07-20:23

Bylaw IV.A.(3)(a)(b)	04-19-21:3, 4
Bylaw XII.A, (2)	07-24-21:9
Bylaw IV.A.(2)(b)	08-24-21:9

SECTION 3 --- ACTS OF THE BOARD --- INDEX TO THE ACTS SECTIONS

Top

Board of Governors

- 01 Officers
- 02 Directors
- 03 Meetings
- 04 Meeting Agenda
- 05 Meeting Minutes
- 06 (Deleted 7-24-21:11, 13, 26)
- 07 Endorsement of Publications
- 08 Bylaw Changes
- 09 Long Term Planning
- 10 Authority
- 11 BOG Travel Fund
- 12 Executive Search Committee

Financial

- 15 Fiscal Matters
- 16 Budget
- 17 National Speleological Foundation
- 18 NSS Funds
- 19 NSS Grants and Scholarships

Business

- 24 Legal
- 25 Business Office
- 26 Real Property
- 27 Symbolic Devices
- 28 Membership--General

Committee Areas

- 40 Committees--General
- 41 Affiliations
- 43 Awards
- 46 Cave Files
- 47 Cave Ballad
- 48 Congress of Grottos
- 50 Conservation
- 56 Convention
- 57 Education
- 58 Equipment
- 60 Field Activities
- 63 Fundraising
- 64 Internal Organizations

Committee Areas (continued)

65 International
66 Technology
68 Library
72 Membership
76 Museum
78 Photo Arhives
79 Salons
80 Publications--NEWS
81 Publications--JOURNAL
82 (Deleted 12-04-21)
83 Publications Other
86 Public Relations
88 Research
91 Safety
97 Audio-Visual

Appendices to the Acts

A Check List of the Acts
B (Deleted 12-15-01)
C National Speleological Foundation
D Policy for Internal Organizations
E Final Report of McFail's Cave, New York
F Policy Statements for Use of Society Caves
G Cave Exploring by Scout and Explorer Groups
H Policy for Cave Conservation
I International Fund Policy
J Board of Governors Operational Directives
K NSS Lending Library - Policies and Procedures
L Cave and Karst Acquisition and Grant Policy
M Expedition Sponsorship Guidelines
N NSS Cave Files Policy
O (Deleted 3-16-96)
P Definitions and Policies for Society Activities
Q Rules of Procedure for the Congress of Grottos
R (Deleted)
S National Cave Rescue Commission Charter
T Policy for Use of NSS Letterhead Stationery
U Policy for Acceptance of Salon Entries
V NSS NEWS Advertising Policy
W Cave Vandalism Reward Offer
X Policy for Conduct of NSS Elections
Y NSS Guidelines for Naming Caves and Karst
Z Outline for Writing a Cave Management Plan
AA Memorandum of Understanding USFWS/NSS
AB Memorandum of Understanding ACCA/NSS

Appendices to the Acts (continued)

AC Video Programming Advertising Policy
AD Memorandum of Understanding USFS/NSS
AD.1 Volunteer Value Agreement USDA FS/NSS
AE Guidelines for Research on Society Owned Property
AF Memorandum of Understanding BLM/NSS
AG Guidelines for Grants from the Sara Corrie Memorial Fund
AH Memorandum of Understanding NPS/NSS
AI Memorandum of Understanding TNC/NSS
AJ Cave and Karst Preservation Policy
AK Memorandum of Understanding BCI/NSS
AL Guidelines for NSS High School and Undergraduate Research Grants
AM (Deleted 11-09-19:10))
AN (Moved to AD.1)
AO NSS National Convention Registration and Fee Policy
AP (Deleted 7-30-18:31)
AQ Memorandum of Understanding Karst Waters Institute/NSS
AR NSS Travel Policy
AS NSS Copyright Policy
AT Grant Proposal Concepts
AU NSS Fellow Award Selection Process
AV Financial Review Policy
AW (Deleted 12-04-21:8, 10)
AX NSS Privacy Policy
AY (Deleted 03-25-17:6)
AZ Policy for Posting Official Material Representing the NSS
BA Memorandum of Understanding CavingNews.com/NSS
BB NSS Identity Standards
BC NSS Strategic Plan
BD Memorandum of Understanding ACC/NSS
BE Memorandum of Understanding LTNA/NSS
BF NSS Anti-Harassment Policy
BG NSS Headquarters and Conference Center Named Featuress
BH Thunder Hole Joint Management Agreement
BI MOU with Black Hills Cave and Nature Conservancy
BJ NSS Code of Conduct
BK NSS Loan Use and Repayment Plan
BL MOU with Cave Conservancy of Hawai'i
BM Donation of Perkins Cave Property
BN Julianne Ramsey (Nunley Mountain Cave)
BO Karst Canyons, LLC (Bethlehem Cave)
BP Vertical Training Commission Charter
BQ Storrick Donation

Top of Acts

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 chairman 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 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.

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 holding that position. The Secretary-Treasurer elect shall receive a copy of all current Society fiscal 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 establishing 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 independent audit by a certified public accountant. The S-T is responsible for managing the process 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 entire 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 Committee.

The S-T shall support the other officers and the Board of Governors by providing timely reports of the Society's financial activity and status, certifying corporate documents as Secretary, filing corporate returns including annual reports and tax returns when required, and ensuring original corporate documents are stored in a safe deposit box. The S-T is also responsible 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 under 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 Committee 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 Manager 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 responsible 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 support 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; fundraising; 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 liaison 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.

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
15-509 Review of NSS Checking Accounts
15-769 Chief Accounting Manager
15-776 Financial Report
15-884 Bookkeeper
Appendix C National Speleological Foundation
Section 9 Executive Policies

Top of Acts

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 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 President.

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

Every director will deliver an annual report outlining their accomplishments, fundraising initiatives and preparations, meeting (physical and virtual) attendance, an outline of committee participation and activity, and motions that they have authored or co-authored in the previous year of serving and the actions taken by the officer(s) on these motions and activities. The annual report will be due on January 1 of every year and must be submitted to the Chair of the Directorate. The Chair of the Directorate will compile the reports into one article for publishing purposes. The annual reports article will be published on the website, social media sites and in the next feasible NSS News for the membership to review.

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.K, 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, 08-07-98:36, 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 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
03-363 Closed Board Meeting
03-364 Closed Directorate Meeting
Section 40

Top of Acts

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 the 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 President shall ensure 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 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

The President 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

Top of Acts

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

Top of Acts

ACT SECTION 08 -- BYLAW CHANGES

08-190 Clarity 11-16-68

All future changes to the Bylaws or Constitution shall clearly indicate which document is being amended and exactly which paragraphs are affected. It is preferable that the complete revised paragraph or sentence be included in the motion, with new words underlined and deleted words crossed out (but still legible). Lacking this, the exact nature of the change should be stated so that there is no question as to what the revisions are. No ordinary act of the Board shall be included in a motion amending the Constitution or Bylaws.

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

A Bylaws Committee is created 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

Top of Acts

ACT SECTION 09 --- LONG TERM PLANNING

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

The NSS Planning Committee, reporting to the 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)

Top of Acts

ACT SECTION 10 --- AUTHORITY

10-253 Discipline 11-18-72

When issues are raised under Bylaw XI, or in the event of other accusations of a serious nature, the 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.

Top of Acts

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

Top of Acts

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 shall be promptly transmitted to the Secretary-Treasurer, the office of the NSS, or agents designated by the 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 Secretary-Treasurer or 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 committee chairmen may open bank accounts to conduct Society business only with the permission of the Executive Committee. The Secretary-Treasurer, or his designee, and the 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 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 Secretary-Treasurer will write an annual informative report of the financial position of the NSS to be published in the NSS NEWS.

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 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.

15-458 Loans 03-15-86
The Executive Committee is authorized to negotiate loans to implement the approved NSS Capital Budget.

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

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

The Secretary-Treasurer shall arrange for a periodic review of each Society bank account by someone who does not have signature authority for the account. The Secretary-Treasurer shall arrange to have bank account statements sent to the person doing the review independently from the persons with signature authority. The Secretary-Treasurer 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 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 Directorate, or a designated review committee, must approve the selection of reviewer.

The Directorate, or a designated review committee, shall review and approve the reviewed financial statements.

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

The 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 my be necessary to establish these accounts on behalf of the National Speleological Society with signature authority granted to the Secretary-Treasurer, other NSS Officers or the Office Manager and agents designated by the Secretary-Treasurer.

15-575 Money Market Account 08-05-96

The 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 appropriate NSS officer may approve the procurement of capital budget items that cost less than $500.00. In an emergency the 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 shall maintain Directors' and 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 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 Review Committee Charter 01-09-20:7, 08-09-13:21, 03-15-08:31, 03-25-06:21
The Review Committee is established under the Directorate according to the Review Committee Policy. (Appendix AV)

15-776 Financial Report 08-07-06:6
The NSS 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 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 and expenses of NSS facilities 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 Committee with approval of the Board of Governors.

15-959 Small Business Administration Loan 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.

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
Appendix BK	
Executive Policies	

ACT SECTION 16 --- BUDGET

16-040 Budget Restrictions 06-30-00, 04-02-54

The 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 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* and *Journal of Cave and Karst Studies, American Caving Accidents* 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 shall be approved by the Board at its spring meeting. The proposed budget 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 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 Secretary-Treasurer of the NSS shall develop 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)

Top of Acts

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

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 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 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 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 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 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

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 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 Committee, subject to the 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 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 Committee. In addition, the 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 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.)

18-902 Mill Creek 07-18-16:9, 10-24-15:16, 07-13-15:4
The AVP is authorized to spend up to $40,000 from the Fund for Litigation to Protect Caves for fees related to litigation to protect the Mill Creek Sink Nature Preserve. An additional $293.02 is authorized to be spent to cover litigation expenses overrun.

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 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 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 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.

18-715 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.)

18-688 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 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, 03-23-02:37, 06-30-00:22b, 10-23-99:19

The purpose of the National Cave Rescue Commission funds is to support the National Cave Rescue Commission. These are unrestricted Board of Governors designated funds.

The National Coordinator of the National Cave Rescue Commission, subject to 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 AVP approval.

18-713 Nature Preserve Fund 10-29-16:14, 15, 03-25-06:22b, 03-23-02

The purpose of the Nature Preserve Fund is to serve as a source of funds to the Society sufficient to provide for the expenses of ownership of real estate, or any interest in real estate, which has been designated by the Board of Governors of the Society as a Nature Preserve of the National Speleological Society. The Fund was established by donations, the transfer of other restricted funds earmarked for specific nature preserves, and transfers of unrestricted funds and is being managed as if it consists of all donations. Donations received which are earmarked for a specific Preserve will be so marked and accounted for. Each fiscal year an amount up to 5.5% of the total fund value may be used for Preserve maintenance. These funds may be spent by the chairman of the designated management committees of each preserve, with the approval of the NSS Administrative Vice President. In addition to the amounts available annually, the NSF by a 2/3 vote of the Board of Governors of the Society, will transfer to the Society any part of the Nature Preserve Fund needed for extraordinary expenses of the preserves. (See Attachment G of Appendix C.)

The NSS will consolidate all of its special funds for specific nature preserves into the Nature Preserve Fund. The NSS Secretary-Treasurer is authorized to resolve any inconsistencies created by this act in a manner consistent with the goals of the act.

The following acts are rescinded: 18-527 Gage Caverns Restricted Fund, 18-839 John Guilday Restricted Fund, 18-519 Schoharie Caverns Fund, 18-707 Shelta Cave Preserve Fund, 18-717 NSS Northeast Cave Preserve Fund. Any monies currently in these rescinded Funds will be transferred to the Nature Preserve Fund.

The NSS President and Secretary-Treasurer will, jointly, enter into discussions with the National Speleological Foundation (NSF) regarding any needed revisions to Appendix C, or it's attachments, including revisions resulting from prior BOG actions, and are authorized to sign any resulting contract changes. They will report any resulting revisions to the BOG.

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 shall be subject to the 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 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 Administrative Vice President or the Chairman of the Conservation 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. he Fund is established by donors, and may be spent by the 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 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 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 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 fundraising, 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 Committee, with the approval of the 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
28-962 Preservation Network Membership
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, restoration, 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 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 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 Committee (RAC). The names of recipients will be announced at the annual Convention. The 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 RAC 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 Administrative 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 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 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 Committee with input from the Education 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 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 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 Committee (RAC) 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 RAC.

Cross References
88-080 Funds (Research)
60-483 U.S. Exploration Committee
18-367 Save-The-Caves Fund
18-800 Bat Research and Protection Restricted Fund
Act Section 63 Fundraising
Act Section 88 Research
Appendix C: Attachments C, I, K, R
Appendix I
Appendix AG
Appendix AL

Top of Acts

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.

24-847 NSS Risk Assessment 11-07-10:18

The Administrative Vice President is authorized to spend up to $5,000 to perform a risk assessment of the NSS operations including the NSS Convention, National Cave Rescue Commission, and all preserve properties to determine the risks, exposure, and liabilities and provide recommendations to minimize the Society s risk. The risk assessment will be performed by an independent law firm selected by the Legal Committee and working with the Executive Committee.

24-880 Opt-Out of D.C. Nonprofit Corporation Act of 2010 03-15-14:4

It is resolved by the Board of Governors that the National Speleological Society shall exercise its option to opt-out of the D.C. Nonprofit Corporation Act of 2010.

24-889 Merger of The National Speleological Society 07-14-14:18

The National Speleological Society, a D.C. corporation, shall merge with The National Speleological Society, an Alabama not for Profit Corporation, Inc., which shall be the surviving corporation. Upon completion of the merger, the Alabama corporation shall change its name to *The National Speleological Society* and its counsel shall, without further formal action by either Board, take such additional steps as may be necessary to allow it to succeed to all rights and privileges of the D.C. corporation and to function as an autonomous Alabama not for profit corporation.

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 12-04-12:16, 05-15-54

A directory of grottos, including their meeting place, date and time, publications and the name and mailing address of the officer of each Grotto to whom communications should be addressed, must be posted on the NSS website and password protected.

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 ensuring 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 06-29-12:29

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 03-07-20:13, 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

26-118 McFails Cave 07-02-82, 10-21-67, 06-15-65, 06-14-63

The McFails Cave Management Team is composed of the Chairman; the Caretaker, if there is one; one representative elected or appointed from each of the Internal Organizations in the Northeastern Region (NRO); and three members-at-large. The members-at-large shall be selected annually by a majority vote of the remaining committee members and active, independent cavers should be given preference. The chairman will solicit representatives from each Internal Organization in the NRO on an annual basis. Each Internal Organization must designate their representative or proxy in writing to the chairman in order for him to be considered as a voting committee member that year. Each Internal Organization must be in good standing with the NSS and have its annual report up to date and on file with the NSS Internal Organizations Committee. Each member has one vote. All members must belong to the NSS. This committee reports to the NSS Preserves Committee. (See Appendix E.)

26-236 Shelta Cave 08-21-68, 04-20-68, 09-06-67

Shelta Cave will be purchased and a Shelta Cave Management Team is established to oversee and handle the administration of the project, which is approved as an official function of the Society. The committee will present a report of its activities at each regular meeting of the Board of Governors until further notice. [Notice officially given 3-12-83.] The chairman of this team is urged to work in close conjunction with the Nature Conservancy and the Huntsville Chapter, which is approved as Custodian of Shelta Cave. The primary purpose for acquiring Shelta Cave is to save its unique fauna, the only one of its kind in the world, from destruction or depredation. The cave shall be perpetually available to scientific researchers, educational organizations, general members of the NSS and Nature Conservancy and their guests subject to the provisions of the Policy Statement for the Use of Shelta Cave.

26-301 Shelta Cave 03-20-04, 06-27-75

Shelta Cave is designated a Nature Preserve of the National Speleological Society.

26-302 McFails Cave 03-20-04, 06-27-75

McFails Cave is designated a Nature Preserve of the National Speleological Society.

26-402 Trout Rock Property 07-12-04, 03-20-04, 07-01-83, 03-12-83

The NSS Trout Rock property shall be designated the John Guilday Caves Nature Preserve.

26-437 Outline for Writing Preserve Management Plans 12-04-21:23, 10-20-84

The outline for writing preserve Management Plans is approved. (See Appendix Z)

26-466 Cave Registers 04-04-09:19, 06-30-00, 03-16-96, 04-04-92, 11-08-86, 06-27-86

The Administrative Vice-President shall monitor the use of NSS owned caves by using cave registers or other appropriate means.

26-487 Warren Nature Preserve 03-20-04, 03-16-96, 03-09-91

The Warren Nature Preserve Manager in the Department of the Administrative Vice-President shall manage the NSS Warren Nature Preserve, Alachua County, Florida.

26-505 Mill Creek Sink Property Donation 03-20-04, 10-18-03, 03-16-96, 11-07-92

The NSS Mill Creek Sink Nature Preserve, Alachua County, Florida, shall be managed by the Cave Diving Section of the NSS, reporting to the Administrative Vice-President through the NSS Preserves Committee.

26-511 Schoharie Nature Preserve Management Team 03-20-04, 04-17-93

The Schoharie Nature Preserve Management Team shall consist of the Chairman, one representative elected or appointed from each grotto in the Northeastern Regional Organization (NRO) and a NSS member representative elected or appointed from any of the Canadian caving groups that the committee may deem appropriate. The management team will function in accordance with the Schoharie Nature Preserve Management Plan. They will report to the NSS Preserves Committee.

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.

26-577 NSS Nature Preserves Committee 03-25-17:21, 03-20-04, 11-02-96

The NSS Nature Preserves Committee is established in the department of the Administrative Vice President. This committee shall manage all caves and karst lands owned by the NSS. All cave management teams established to manage NSS-owned and managed cave and karst properties and NSS Nature Preserves shall report to this committee. Caves owned, leased, or otherwise controlled by the NSS may be designated Cave Preserves of the NSS by the Administrative Vice President.

All Society nature properties shall be managed in such a way as to minimize the Society's liability in case of accident. Specifically, all properties shall be managed in such ways as to qualify under state or local landowner liability exemption laws; to legally define unauthorized visitors as trespassers under local law; and to inform authorized visitors of the hazardous nature of the property by requiring them to sign a liability release.

This committee will handle all acquisition related matters.

26-585 Criteria for NSS Cave Ownership 12-04-21:19, 03-21-98, 06-23-97, 03-22-97

The Cave and Karst Acquisition and Grant Policy is approved**.** Appendix L is amended.

26-600 Tytoona Cave 06-23-97

The NSS agrees to acquire the Tytoona Cave property in Pennsylvania from the Western Pennsylvania Conservancy for $3000.00, subject to the terms of a Conservation Easement that the NSS will sell to Western Pennsylvania Conservancy. The $3000.00 will come from the Cave Acquisition Fund. The Cave Management Plan will be subject to NSS Board approval.

26-645 Draft Management Plan Requirements 10-23-99

NSS Internal Organizations, Conservancies, or Institutional Members that apply to the NSS for loans or grants to buy or lease property containing caves shall submit a draft Management Plan for the proposed cave property in accordance with BOARD OF GOVERNORS MANUAL Appendix L: Cave Acquisition Criteria Policy and Appendix Z: Outline for Writing a Cave Management Plan.

26-697 Tytoona Preserve Management Team 03-20-04, 04-7-01

The Tytoona Nature Preserve Management Team is established in the Department of the AVP. This Committee is responsible for enforcing both NSS and Tytoona Nature Preserve access guidelines.

26-710 Geo-Caches in NSS-Owned Caves 03-23-02
Geo-Caches are not permitted in or near caves owned by the NSS. Preserve managers finding geo-caches in NSS caves are directed to remove them. Placement of geo-caches on NSS preserves, excluding the caves, is left to the discretion of the preserve manager.

26-729 Wells Nature Preserve 03-20-04, 10-05-02
The Wells Nature Management Plan is approved and the NSS Administrative Vice President is authorized to accept the property as an NSS Nature Preserve.

26-733 Wells Nature Preserve Management Team 03-15-03:6
The Wells Nature Preserve Management Team is established in the Department of the AVP. The manager is responsible for implementing the Wells Nature Preserve Management Plan and property management activities.

26-735 Great Expectations Cave Management Plan 03-15-03
The Great Expectations Cave Management Plan is approved.

26-736 Great Expectations Management Team 03-20-04, 03-15-03
The Great Expectations Nature Preserve Management Team is established in the Department of the AVP. The management is responsible for effectively managing the preserve according to the Great X Management Plan.

26-740 Potter Nature Preserve 03-05-05, 03-20-04, 03-15-03
The Administrative Vice President is authorized to accept the Potter Unit donation as an NSS Nature Preserve following his approval of the donation documents. The proposed nature preserve is located in Cherokee County, Oklahoma. Mr. Dennis Potter and Mr. Kenneth D. Potter are made Life Members of the NSS in consideration of this generous donation.

26-745 Millcreek Nature Preserve Management Plan 07-27-07:26, 03-20-04, 10-18-03
The June 2007 Millcreek Nature Preserve Management Plan is approved.

26-749 Potter Brothers Unit Management Plan 03-20-04
The Potter Brothers Unit Management Agreement between the U.S. Fish and Wildlife Services and the NSS and the Potter Brothers Unit Management Plan is approved.

26-750 Geocaching Committee 03-20-04
The Geocaching Committee is established in the Department of the Administrative Vice President, Conservation Division. The purpose of the committee is to address the potential and recurring situation of placing geocaches in sensitive and potentially dangerous caves in addition to preventing cave locations being posted on the Internet.

26-752 NSS Nature Preserves 03-20-04
All NSS properties are renamed substituting “Nature Preserve” for “Cave Preserve” or “Caverns Preserve”. All Acts, Appendices, and committees are amended replacing “Cave Preserve” or “Caverns Preserve” with “Nature Preserve”. The NSS requests the NSF amend Attachment G of the NSS Trust Funds contract to substitute “Nature Preserve” for “Cave Preserve”.

26-754 John Guilday Preserve Management Plan 06-17-19:12, 11-06-04
The revised management plan for the John Guilday Caves Nature Preserve, dated November 2, 2004, is adopted. The revised Management Plan is adopted.

26-785 Richard Blenz - Buckner Cave Property 07-27-07:4, 5, 6
The Richard J. Blenz Buckner Cave property donation is accepted as a NSS Nature Preserve following the approval of the donation documents by the Administrative Vice President. The cave property shall be designated the Richard J. Blenz Nature Preserve. The Richard J. Blenz Cave Conservancy is appointed manager of the Richard J. Blenz Nature Preserve. Buckner Cave is located in Monroe County, Indiana.

26-803 Richard Blenz Preserve Management Plan 03-15-08:43
The Richard Blenz Nature Preserve cave management plan is approved.

26-808 NSS Nature Preserve Categorization 08-15-08:6
The Administrative Vice President 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 will report back to the Board on progress regarding this documentation at each board meeting until the documentation is complete.

26-863 William J. Stephenson Nature Preserve 08-09-13:26, 06-29-12:26
The William J. Stephenson Nature Preserve is created in the Department of the Administrative Vice President. The preserve shall consist of the western 55.4 acres (more or less) of the NSS Headquarters property at 6001 Pulaski Pike NW, Huntsville, AL. The boundaries of the preserve shall be the west boundary of the property; the north boundary shall be a line running 2250 feet east intersection of the west property line and the north property line, at which point the east boundary shall be a line running south from that point until it intersects the south property line.

26-873 Name of New Headquarters 03-23-13:25
The new NSS Headquarters, located at 6001 Pulaski Pike, Huntsville, Alabama shall be referred to as The NSS Headquarters and Conference Center.

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 reviewed by the NSS Legal Committee. Any offer to purchase must be approved by the Board of Governors.

26-878 William J. Stephenson Preserve Committee 11-09-13:29
The William J. Stephenson Nature Preserve Manager position is established.

26-888 New River Nature Preserve Management Plan 07-14-14:9
The New River Nature Preserve Management Plan is approved.

26-897 James Gage Karst Preserve 10-25-14:21, 22, 06-24-94:48
The purchase of the Barton Hill Karst Preserve from the National Speleological Foundation for $100.00 is approved. The Barton Hill Karst Preserve Management Team will manage the property. The Barton Hill Nature Preserve is renamed the James Gage Karst Preserve. Gage Caverns,

located on the James Gage Karst Preserve is renamed Ball's Cave.

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 archive committees and salons. The committee shall determine criteria for selection of its representative members.

26-925 Sims Sink Nature Preserve 07-25-20:20, 10-29-16:19

Sims Sink is accepted as a transfer from control of The Nature Conservancy and established as Sims Sink Nature Preserve. The donation of land to expand the NSS Sims Sink Nature Preserve is accepted as a gift from Buford Pruitt, Jr. (NSS 17920RL/FE)

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

The Building and Grounds Committee is established as a permanent committee under the office of the Operations Vice President. A chairperson shall be appointed by the OVP and confirmed 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 representative of the various grottoes in proximity to the HQ. Duties of the committee shall concern 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, obtaining internal approval for capital projects, obtaining permits where required, and developing 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 report to the BOG.

26-928 Naming of the NSS HQ Entrance Foyer 03-25-17:11

The NSS Headquarters and Conference Center Entrance Foyer shall be named the Roger J. Sperka Educational Hall.

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 OVP department to divest from the Society.

26-937 Acceptance of Haggard Cave 06-17-19:14, 10-21-17:27, 28

The donation of Haggard Cave and associated land is accepted as Haggard Cave Nature Preserve and the management team is established. The Preserve Management Plan is approved.

26-938 Donation of Property Adjacent to Shelta Cave Preserve 10-21-17:37

The NSS will accept the donation of a parcel of land that is located at 2506 Link Avenue in Huntsville, Alabama and adjoins the NSS Shelta Cave Preserve. The property is currently owned by Andrew Parkhurst, and includes a house that is occupied by Quinton Nelson. Upon acceptance of the property, the NSS will be responsible for paying the property taxes, whereas Quinton Nelson will be responsible for homeowner's insurance and any improvements to the property.

26-939 Albert & Ethel Ogden Nature Preserve 03-07-20:6, 06-17-19:13, 11-10-18:28, 07-30-18:6

The board approves acquisition of Secret Cave (Tennessee) and use of up to $21,000 from the Cave Acquisition Fund to cover the purchase, legal fees, taxes and other expenses related to this purchase. Once the acquisition of Secret Cave is complete, including transfer of the title to the

NSS, the Preserve will be named the NSS Albert & Ethel Ogden Nature Preserve. The Preserve Management Plan is approved. The Preserve Management Team is appointed.

26-945 NSS Headquarters and Conference Center Named Features 03-23-19:10
All features in the NSS Headquarters and Conference Center named in honor of or recognition of a member shall be recorded in an Appendix of the BOG Manual. (See Appendix BG)

26-947 Kingston Saltpeter Management Plan 07-17-19:7
The Kingston Saltpeter Management Plan is approved.

26-952 Thunderhole Management Plan 01-09-20:5, 6
The Management Plan for Thunderhole Cave Preserve, Tennessee is approved and the preserve manager team is appointed. (See Appendix BH)

26-955 Preserve Committee Name Change and Appointments 07-25-20:13, 14
All NSS Nature Preserves are to be managed by Preserve Management Teams, replacing the use of the word "Preserve Committee Chair" with "Preserve Manager." All Acts, Appendices, and Committees are amended to replace the names "Preserve Committee Chair," "Preserve Committee Co-Chair" or any other designation with the names "Preserve Manager," "Preserve Co-Manager," or "Preserve Management Team." In the event an NSS Preserve is managed under a MOU, the terminology specified on that document will be used. All NSS Nature Preserve Managers will be appointed and/or approved by the NSS Preserve Chairs. Notification of these appointments will be reported in the quarterly Cave Management Division report.

26-956 NSS and Black Hills Cave and Nature Conservancy MOU 07-25-20:15, 19
The MOU agreement between the NSS and the Black Hills Cave and Nature Conservancy (BHCNC) is approved. The property will be known as the Dahm Springs Preserve of the NSS and jointly Managed by the NSS and BHCNC. (Appendix BI)

26-958 Myrna Attaway Nature Preserve 07-25-20:21, 22, 23
The NSS accepts the donation of 17 acres of land in Pelham, Tennessee as a gift from John Attaway (NSS 16582 RL). The new preserve will be named "The Myrna Attaway Nature Preserve". The management plan and management team are approved.

26-967 Perkins Cave 07-24-21:27, 28
The NSS accepts the donation of Perkins Cave (Virginia), and the surrounding lands from John and Mary Wilson as outlined in the document: *Donation of Property*

The Memorandum of Understanding between the Appalachian Cave Conservancy (ACC) and the NSS for the management of Perkins Cave and the surrounding property is approved. This action establishes this property as a jointly managed NSS Managed Nature Preserve as outlined in the document: *Memorandum of Understanding and Preserve and Land Trust Management Plan.* (Appendix BM)

26-968 MOU between NSS and Julianne Ramsey 07-24-21:29, 30
The MOU agreement between Ms. Julianne Ramsey and the NSS for the management of Nunley Mountain Cave, in Tennessee, and the surrounding property is approved. This action establishes this property as a NSS managed nature preserve as outlined in the document: *Memorandum of Understanding Between Julianne Ramsey and the National Speleological Society, Inc.* The management plan is approved. (Appendix BN)

26-969 MOU between NSS and Karst Canyons LLC 07-24-21:31, 32

The MOU Karst Canyons LLC and the NSS for the management of Bethlehem Cave, in South Dakota, and the surrounding property is approved. This action establishes this property as an NSS Managed Nature Preserve as outlined in the document: *Memorandum of Understanding Between Karst Canyons LLC and the National Speleological Society, Inc.* The Mammoth Crystal Cave Management Plan is approved. (Appendix BO)

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
Appendix BH, Thunderhole Management Agreement
Appendix BI, NSS and Black Hills Cave and Nature Conservancy MOU
Appendix BM, Perkins Cave
Appendix BN, MOU between NSS and Julianne Ramsey
Appendix BO, MOU between NSS and Karst Canyons LLC

Top of Acts

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 symbolic devices is subject to the approval of the 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

National Speleological Society Identity Standards, v 1.1

The logo of the National Speleological Society, Inc. (NSS)is a registered trademark of the U.S. Patent and Trademark office (registration no. 3,736,231). As such, use of this trademark must be accompanied by the proper inclusion of the symbol ® in each occurence. Furthermore, use of the NSS logo must follow set protocols. Therefore, the following identity standards document provides examples of proper use and colors. The next actions required on this trademark are due on 01/12/2016 for Sect. 8&15 affidavits and 01/12/2020 for Sect. 8 affidavit & Sect. 9 renewal.

A. Registered trademark

The mark consists of a design in the shape of a protractor (black) wherein the wording "NATIONAL SPELEOLOGICAL SOCIETY" (yellow) is located in the top semicircular portion of the design; the letters "NSS" (black) are located in the empty space within the protractor design, the "N" being larger than each "S" and each "S" is resting against the "N" at the left and right side of the "N"; a stalactite (Red) is hanging from the top semicircular portion of the protractor design and three stalagmites (red) are drawn reaching upward from the bottom straight portion of the protractor design.

B. Examples of Existing Acceptable Alternatives

PMS YELLOW
CMYK: 100/0/0/0

PMS RED
CMYK: 0/100/100/0

PMS BLACK
CMYK: 0/0/0/100

C. Examples of Unacceptable Alternatives

1. Transformations of the Approved Logo

Rotation

Non-uniform scaling

Shear

2. Old or Unnapproved Logos

D. Approved Color Maps

Full Color usage:

PMS YELLOW
CMYK: 100/0/0/0

PMS RED
CMYK: 0/100/100/0

PMS BLACK
CMYK: 0/0/0/100

Grayscale usage:

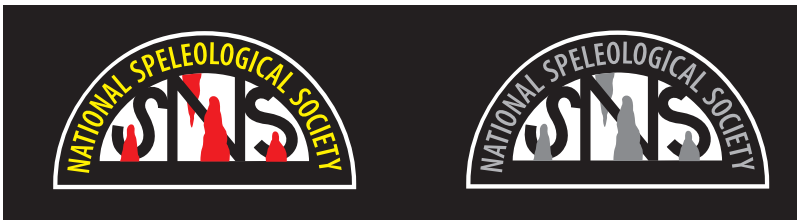
Grayscale (Formations)
K: 55%

Grayscale (Lettering)
K: 35%

Grayscale
K: 100%

E. Examples of Proper Usage

Logo used on Dark Background:
(white stroke is included on official logo art files)



Acceptable One-color usage:

ACT SECTION 28 --- MEMBERSHIP - GENERAL

28-241 Dues 8-5-96:30, 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 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 09-30-21:5, 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, 11-06-04:4, 04-07-01:19, 07-12-99:5, 20, 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, & 962	$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 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 3-13-21:13, 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.

28-446 Life Membership Benefits 10-05-03, 06-28-85

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

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:

(A) Contribute a cumulative of $10,000 to the Society, or

(B) Name the Society as a beneficiary under a will or living trust for at least $10,000., or

(C) 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 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 Committee is established in the office of President. The Membership 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) the right to vote, serve on Society committees 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 08-24-21:8, 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.

The payment structure for the Sustaining Life Membership Payment Plan is the cost of a regular membership (electronic or paper option) + 1/10th of the current rate for a Life Membership. A member may choose to pay above the minimum amount to shorten the life of the payment plan. Once the payment plan is started, two years can be skipped toward the Life Membership, but regular membership must remain current. If by the third year, payment toward Life Membership does not occur, the membership reverts back to the Regular Membership status and any monies paid become a donation to the Endowment Fund. If at any point after that, the member desires to pay installments toward a Life Membership, they must start over. For the purpose of resetting the maturity due to lapse in continuous sustaining membership, the two-year period for current accounts shall not begin before the end of the member's current membership year, or immediately if the account holder is not now a member.

The NSS will accept the $1,000.00 Conservation Life Membership fee (over and above the life membership cost). Conservation Life Membership can be paid in installments of a minimum of four yearly payments of $250.00 per year

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 07-25-20:10
The NSS Code of Conduct (Appendix BJ) is adopted.

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 and approval by the NSS Executive Committee, and participation will be reaffirmed annually by the office of the AVP 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

Top of Acts

ACT SECTION 40 --- 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 Management Symposium Coordinator 03-09-91

The position of National Cave Management Symposium Coordinator is established in the President's Department. The Coordinator shall assist the National Cave 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 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 officers, members of committees and commissions, or employees on the basis of age, race, sexual orientation, gender, gender expression 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 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 Committee is established in the department of the president. The

chair of this committee will be known as the Volunteer Coordinator. This 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 committee has no authority to place volunteers in open positions as that authority will remain with the relevant officer.

40-970 eospatial Data Committee 07-24-21:40

This committee will be in the Cave Management Division of the AVP Department. It will annually obtain a non-profit license for eospatial 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 committee. This committee may also store data for partner organi ations 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

Top of Acts

ACT SECTION 41 --- AFFILIATIONS

41-038 Scope of Affiliation 03-05-05, 07-01-83, 06-17-64, 01-09-54

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 03-16-96, 06-17-64, 02-02-57

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 07-24-21:39, 03-05-05, 03-16-96, 10-29-88, 06-29-84

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 a liaison to represent the Society at AGI meetings. The NSS Board will confirm the liaison and they shall be listed with the 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 11-07-92

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.

41-669 Government Liaison Committee 06-30-00
The Government Liaison Committee is formed in the Department of the President to act as liaison with federal and state agencies, to administer and create memorandums of understanding, and to act as a contact point for those agencies with the NSS on broad range issues, and to coordinate NSS/agency-related activities. The agencies include, but are not limited to, the National Park Service, the U.S. Forest Service, U.S. Fish and Wildlife Service, and the Bureau of Land Management.

41-670 National Park Service Liaison Committee 06-30-00
The National Park Service Liaison Committee in the Department of the President is disbanded.

41-676 NSS-KWI Liaison Committee 06-30-00
The NSS/KWI Liaison Committee is established in the Department of the President per the Memorandum of Understanding between the Karst Waters Institute and the NSS.
(Appendix AQ)

41-696 NSS/NCKRI Liaison Committee 04-07-01
The National Cave and Karst Research Institute Liaison Committee is established in the Department of the President to act as liaison between the NSS and the National Cave and Karst Research Institute

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.

41-761 NSS/BCI Liaison 07-08-05
The Bat Conservation International Liaison Committee is established in the department of the President to act as liaison between the NSS and Bat Conservation International.

41-758 National Park Service MOU 03-07-20:3, 07-30-18:22, 03-23-13:10, 07-08-05
The revised Memorandum of Understanding between the National Park Service and the NSS (Appendix AH, originally adopted 12-02-93) is approved.

41-763 Bureau of Land Management MOU 10-27-12:14, 07-08-05
The revised Memorandum of Understanding between the Bureau of Land Management, the NSS, and the Cave Research Foundation (Appendix AF, originally adopted 06-11-84) is approved.

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 12-04-21:20, 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

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

ACT SECTION 43 --- AWARDS

43-116 Victor A. Schmidt Conservation Award 03-13-21:11, 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 over time. 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 (annual nomination date November 15). Recipients are approved by the Board of Governors on the recommendation of the Awards 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 Committee Mitchell Award Sub-committee Chairman and shall include, if possible, a member of the Research Advisory 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 08-24-21:5, 07-24-21:7, 03-13-21:11, 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 must be selected by the Board of Governors from candidates submitted by the Awards Committee, which must 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 committee must submit only candidates who have been members of the NSS for at least the past two years at the time of nomination (annual nomination date November 15). 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. Those receiving the award will also receive a refund check from the NSS in the amount equal to their base convention registration. This will be funded rom the Awards Committee budget.

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 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 status as a Certificate of Merit recipient shall be recorded in the Society's membership records.

43-374 Lew Bicking Award 03-13-21:11, 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 Committee, and all candidates must have been members of the NSS for the two years prior to their nomination (annual nomination date November 15). Recipients are approved by the Board of Governors on the recommendation of the Awards 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.)

43-375 Lew Bicking Cash Award 03-13-21:11, 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 must be added to the principle.

43-376 Certificate of Appreciation 03-15-80

The 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) shall be announced at the annual convention and the recipient shall receive from the Awards Committee a suitably designed certificate, signed by the President, which states the reason for the Award. The recipient may receive subsequent Certificates of Appreciation if the President determines that additional awards are merited.

43-380 Fellowships 03-13-21:11, 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 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 their nomination (annual nomination date November 15). New Fellows will be announced at the annual convention and will receive a certificate signed by the president and the chair of the Awards Committee.

43-381 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 will be announced at the annual convention. The Chairman of the Awards Committee will notify, in writing, the recipient of the award and will enclose a check in the amount of the award.

43-382 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 shall be added to the principle.

43-391 Awards Committee Report 07-26-81
The Awards committee shall submit 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 03-13-21:11, 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 Committee, and all candidates must have been members of the NSS for the two years prior to their nomination (annual nomination date November 15). Recipients are approved by the Board of Governors on the recommendation of the Awards 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 03-13-21:11, 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 Committee, and all candidates must have been members of the NSS for the two years prior to their nomination (annual nomination date November 15). Recipients are approved by the Board of Governors on the recommendation of the Awards 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 Committee 08-24-21:3, 08-04-03
The Awards Committee is established in the Department of the President and is responsible for administering the NSS Awards Programs as provided in other Acts and Bylaws. The Awards 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 Committee will advertise the call for nominations from the NSS membership. Recipients will be hon-

ored at the annual awards banquet under the procedural administration of the Awards Committee. The NSS Awards Committee will select the timing and deadlines for nominations of all awards and transmit all selections to the NSS Board of Governors for review and approval.

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 08-24-21:5, 03-13-21:13, 03-13-21:14, 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 Committee (SH Award 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 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 President and the NCRC National Coordinator. The NCRC will supply the certificate(s), a presenter, and cover any related expenses. The Awards Committee will advertise the Steve Hudson Cave Rescue Award and will forward all nominees to the National Cave Rescue Commission (NCRC). The NCRC will also advertise and accept nominations sent directly to the NCRC National Coordinator. The selection will be forwarded to the Chair of the Awards Committee for transmittal to the Board of Governors.

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

A Certificate of Appreciation Award shall be created for landowners. Number of awards given per year and requirements for the award shall be determined by the Landowner Relations Network awards sub-committee. Certificates are to be signed by the Administrative Vice President.

43-923 Outstanding Landowner-Caver Relations Award 08-24-21:6, 10-29-16:13

An award for Outstanding Landowner-Caver Relations will be awarded during the NSS Awards Banquet at Convention each year. The award shall consist of a plaque and an invitation to attend the convention. Specific guidelines and requirements shall be determined by the Landowner Relations Network awards sub-committee who will forward all nominees to the Administrative Vice President (AVP) for consideration. Nominations may also be sent directly to the Chair of the Landowner Relations Network Committee who will bring them to the AVP. The selection by the AVP will be forwarded to the Chair of the Awards Committee for transmittal to the Board of Governors for 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 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, 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 Committee or submitted to the NSS Conservation Division Chief for consideration.

The Awards 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 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.

Top of Acts

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

Top of Acts

ACT SECTION 47 --- CAVE BALLAD

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.

Top of Acts

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 of the NSS shall 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 06-27-86, 10-08-55

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 Committee 03-16-96, 11-22-58

The Conservation Committee is a committee in the Department of the Administrative Vice-President.

50-102 General Policy 12-28-60

A policy for Cave Conservation, prepared by committee, is accepted. (See Appendix H)

50-147 Conservation Month 10-20-84, 06-16-65

The month of February is designated as Cave Conservation Month.

50-152 Gates 11-21-81, 06-16-65

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 11-08-86, 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, 03-31-71

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 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 08-18-72

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 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 Committee will then prepare a report and recommendation for consideration and possible action by the Board of Governors.

50-262 Award Programs 06-23-73

The NSS formally opposes award programs which encourage visits to particular caves or groups of caves.

50-347 Explosives 06-23-78

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 06-23-78

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 12-04-21:17, 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 Biological Response Committee must communicate the NSS position to other concerned individuals and agencies to illustrate the importance of organized caving to the sustainability of bats. Updates must be made as additional research is received and vetted.

50-395 Cave Vandalism Deterrence Reward 03-23-02, 08-06-93, 08-07-92, 07-05-91, 08-04-89, 07-01-88, 04-04-87, 07-01-83, 03-12-83,011-21-81

The NSS Cave Vandalism Reward is established as detailed in Appendix W to the Acts. The NSS Cave Vandalism Deterrence Reward Commission, 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:

1. Assist in determining if each reward request meets the criteria established by the Board of Governors.
2. Assist in determining the amount of each approved reward.
3. 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 applicant's 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.

50-541 Cave and Karst Preservation Policy 11-06-93

A policy statement on Cave and Karst Preservation was adopted. (Appendix AJ)

50-542 Land Management Plans 11-06-93

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

50-546 Excessive Use of Bolts in Lava Tubes 06-24-94, 03-05-94

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 03-16-96

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 "A Leave No Trace" management policy for future Pictograph Cave visitation.

50-584 Cave Conservancies Committee 11-02-96

The Cave Conservancies Committee is established 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 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 Committee.

50-602 Mammoth Cave Restoration Committee 08-07-98, 11-08-97

The Mammoth Cave Restoration Committee is established to administer and manage the Cooperative Agreement between Mammoth Cave National Park (MCNP) and the National Speleological Society.

The Committee shall:

1) solicit, select, and schedule the work of volunteers at MCNP,
2) monitor the work of the volunteers,
3) work with NPS staff to identify and accomplish specific restoration activities in MCNP,
4) 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,
5) perform financial functions required to administer the agreement under the supervision of the Secretary-Treasurer,
6) 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 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 Committee will encourage participants who are not NSS members to join the NSS.

50-782 Conservation Statement 11-04-06:14

The NSS Membership Application shall include 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 principles. Please accept my application for membership".

50-890 Cave Biological Response Committee 07-14-14:24

The Cave Biological Response Committee is established within the Conservation Division of the Administrative Vice President's Department. This committee is responsible for coordinating the NSS's response to biological threats to caves and karst.

50-916 National Cave and Karst Management Symposium Committee 03-19-16:14

The National Cave and Karst Management Symposium Committee (NCKMS) is formed in the department of the AVP. The purpose of this committee is to host a biennial symposium to promote, advance, and share concepts in effective management of cave and karst resources among likeminded 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

43-116 Conservation Award
83-280 Scientific Publication
07-281 Wild Cave Locations
28-286 Application Form
19-321 Conservation Grants
18-367 Conservation Funds
88-480 Research Guidelines
18-961 Cave Preservation Fund
28-962 Preservation Network Membership
Act Section 41 Affiliations
Appendix H: Policy for Cave Conservation
Appendix AK: NSS-BCI MOU

Top of Acts

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 Committee will be granted an advance to aid in organizing the Convention after their preliminary budget has been approved by the Executive Committee.

56-105 Registration 06-16-61

The Convention Chairman is instructed to enforce registration at the convention.

56-125 Convention Manual 03-13-21:6, 07-14-14:23, 11-04-00, 04-04-87, 10-11-75, 06-17-64

The Society will maintain a NSS Convention Manual. The Manual will define 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 Committee Chair. The chair will solicit revisions and suggestions from convention staffs and those officers and committees involved in convention planning and operations at least once each year, and keep the manual updated with information received. Deviations from the requirements in the manual must be approved by the Convention Development Committee Chair. Any issues not resolved will be referred to the AVP, 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 Guidebook will be numbered autonomously from any other publication.

56-192 Surplus Revenue 03-13-21:4, 03-01-69

Any surplus revenue from the Convention will accrue automatically to the Convention Surplus Designated Fund, 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 chair, after planning expenses as carefully as possible with the Administrative Vice-President and the Treasurer will be made up by the Convention Surplus Designated Fund.

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 committee of an NSS activity may, at the committee's 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 guidelines 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 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 Committee Honorarium 10-21-17:17, 08-09-13:23, 07-27-01, 08-07-98, 11-16-74

A $3000.00 convention committee honorarium will be included in the Convention budget to recognize the committee's efforts and unreimbursed expenses to host the annual NSS National Convention. The honorarium will be granted when the following conditions are met:

1. All REMAINING Convention Merchandise due to the NSS bookstore has been received.
2. Financial reporting has been completed
    a. All accounts are balanced and up to date
    b. All income and expenses are reported in the NSS General Ledger format
    c. The completed Convention QuickBooks file has been delivered to the NSS bookkeeper and Secretary-Treasurer
    d. Convention statistics are reported to the Convention Statistician via a method agreed upon prior to Convention.
3. The Convention Finance Officer and Secretary-Treasurer will determine when these items have been met.
    a. $3000 if all the above items are completed within 90 days of the last day of the convention.
    b. $2000 if all the above items are completed within 120 days of the last day of the convention.
    c. $1000 if all the above items are completed within 150 days of the last day of the convention.
    d. After 150 days, no Honorarium will be granted since a 150-day or longer delay will cause the society a delay in finalizing the books for the auditors.

The committee honorarium may be disbursed or used in any way that is deemed appropriate by the Convention Chairman.

56-304 Convention Proposals 10-25-14:18, 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 Committee.

56-307 Convention Manual 11-04-00, 10-11-75
The NSS National Convention Manual shall require that convention committees 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 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 Committee Displays 11-05-77
The Board of Governors requests that the Executive Committee arrange for exhibits and displays from NSS Committees for use at conventions.

56-346 Convention Scheduling 06-23-78
The NSS National Convention Committees are requested to schedule no business meetings of sections concurrently with meetings of either the Congress of Grottos or the Board of Governors.

56-412 Convention Bid Expenses 03-21-96, 07-01-83
The Convention Development 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 Committee shall make 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 Committee shall obtain NSS convention insurance for medical payments and liability for injury, death, or property damage for at least one 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 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 Chairman of the Convention Planning Committee shall immediately report 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 Committee 06-23-97

The Junior Speleological Society 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 Committee shall coordinate with the Convention Development Committee to determine the budgetary and facility support required from Convention Committees for JSS activities.

56-611 Convention Budgets 07-13-15:54, 08-07-98

All bids submitted for NSS National Conventions shall include draft financial projections showing major expected expense and income categories. The Budget Template shall be approved by the Executive 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 financial reports to both the NSS Convention Chairman and agents of the NSS Secretary-Treasurer. The NSS Secretary-Treasurer is responsible for establishing financial process and reporting requirements for NSS Conventions. The Convention Chairman, or his 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 Chairman shall submit a preliminary convention budget to the Executive Committee (EC) for approval. In the event that this approval is received more than eighteen months prior to the convention, the Convention Chairman shall submit a final budget to the 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 AVP and the Convention Chairman.

56-615 Convention 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 Alessons 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 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 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 Staffs 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 distribution of the undesignated proceeds from the upcoming NSS Convention 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 Committee 11-04-06:6, 11-04-00

The Convention Development Committee is established, reporting to the Administrative Vice President. The 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) providing its analysis of proposals submitted to the Board for consideration; d) after a host is selected, 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 integrate 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 03-13-21:8, 11-07-10:14, 08-07-06:8

Conventions will self-insure against accidents to registrants up to $5000. Conventions after 2020 will contact the S-T for the current cost and that amount 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 Convention 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 03-13-21:16, 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 rate determined by the JSS and Convention Chairs. The Convention must reimburse this fee to the JSS Chair, minus any meal costs associated with the Howdy Party and the NSS Awards Banquet. Any shortage shall be sup-

plemented 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 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 03-13-21:7, 11-10-18:21

The Convention Steering Committee is created in the office of the Administrative Vice-President. The committee must consist of a chair appointed by the AVP and have a minimum of four other serving members, two of whom must be the previous two convention chairs. In addition, the AVP and the Secretary-Treasurer must serve as ex-officio members of this Committee.

Cross Reference

15-020	Bonding
43-246	Outstanding Service and Honorary Membership Awards
15-494	Federal Tax Identification Number
15-495	Tax ID reporting Requirements
18-598	Convention Surplus Restricted Fund
26-607	NSS Convention Discount
41-788	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 workshops.

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

Top of Acts

ACT SECTION 58 --- EQUIPMENT

58-012 Equipment Acceptance 10-20-84, 01-14-50

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 03-18-95

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)

Top of Acts

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, 06-19-71

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 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 co-sponsor an event shall 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

Top of Acts

63-429 Fundraising Committee 03-25-17:20, 10-05-02, 06-29-84

The Fundraising Committee, a permanent 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 shall collectively be known as the Primary Funds. The main focus of the Fundraising Committee will be 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 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 shall state the following:

1. The primary fund to which it belongs.
2. The level and duration of active Fundraising required by the Fundraising Committee
3. The initial amount that is requested from the NSS.
4. The recipient fund for surplus or closing balances.
5. 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 fundraising effort shall be paid from the resulting donations. Expenses associated with developing a specific grant proposal 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

Top of Acts

ACT SECTION 64 --- INTERNAL ORGANIZATIONS

64-104 NSS Membership 6-19-71, 2-10-62, 6-16-61

The chairman of the Internal Organizations Committee 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 04-10-65

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. The purposes of an affinity group shall be compatible with the purposes and polices 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

Top of Acts

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 International Secretary shall nominate and the President shall appoint one delegate and one alternate to the International Union of Speleology (UIS) to represent the United States. The delegate and alternate must be confirmed by the Board of Governors prior to representing the United States at an International Congress. The International Secretary shall advise the UIS of the confirmed delegates prior to any International Congress.

65-394 Representatives to UIS Departments and Commissions 11-21-81

The International Secretary shall nominate, the President shall appoint, 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 the appropriate NSS Sections and Committees before making 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

Top of Acts

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 Committee 11-06-04, 11-04-00:13
The NSS Information Technology Committee is established in the Operations Vice President Department and is responsible for the NSS office and NSS website computer infrastructure. The committee will develop and maintain plans to evolve the NSS office and web site 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 Committee, Convention, and Commission Websites 03-13-21:9, 08-09-13:5
All NSS committee, convention, and commission websites must reside on a server managed by the IT Division. Websites should utilize a subdomain (subdomain.caves.org) or subdirectory (caves.org/subdirectory) of caves.org.

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 Vice-President.

66-954 Caves.org Address for Official NSS Business 03-07-20:11
All NSS Officers, Directors, Committee Chairs, Division Chiefs and employees, or other key volunteers as designated by those listed preceding, 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 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 Policy 3-18-67, 11-14-64
The Society should have a Library and it should be in the overall plan for a 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)

68-561 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 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 accompanied 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:

1. 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.

2. A searchable index of topics covered in each issue of the NSS News, NSS Bulletin, Journal of Cave and Karst Studies, and Speleo Digest

3. A search capability for A Guide to Speleological Literature of the English Language (with permission of copyright owner).

4. 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:

1. NSS publications.
2. NSS Internal Organization publications.
3. Scientific and technical publications on cave related topics and caving activities.
4. Publications on caves and karst in the United States and related activities.
5. Publications on caves and karst in North America and related activities.
6. 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:

1. 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.

2. A searchable index of topics covered in each issue of the *NSS News, NSS Bulletin, Journal of Cave and Karst Studies*, and *Speleo Digest*.

3. 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.

68-790 Library Appraisal 07-27-07:38

The Operations Vice President is directed to obtain an appraisal of the NSS Library. The OVP is authorized to spend up to $5000 for the appraisal.

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.

72-230 AAAS 12-04-71

The AAAS has permission to use the NSS membership list for sending information to NSS members, provided that such use be specifically approved by the President of the NSS.

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

Top of Acts

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 Collection 08-15-08:32

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 Achieves 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.

Top of Acts

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

Top of Acts

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

Top of Acts

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 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 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

Top of 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.

81-569 Name 07-13-15:11, 07-21-95
The name of the BULLETIN is changed to *THE JOURNAL OF CAVE AND KARST STUDIES,*

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
80-178 Advertising Income
80-179 Subscription Rate
Appendix V NSS Advertising Policy
Appendix AS NSS Publication and Copyright Policy

ACT SECTION 83 -- PUBLICATIONS -- OTHER

Top of Acts

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 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 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 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 03-13-21:13, 03-15-08:35, 07-23-97, 07-02-76
The editors of the *NSS NEWS, 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.

83-457 Speleo Digest Sales 06-27-86, 03-15-86
The Speleo Digest series will not be advertised outside the caving community.

83-647 Publication Contracts 10-23-19:21, 10-23-99
No one shall enter into a contract, oral or written, for the NSS to publish a non-serial publication or an extraordinary overprint of an NSS periodical unless 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 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 Publishing Boob *Vertical Bill* 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
80-010 General Policy
07-266 Literature Endorsement
07-281 Wild Cave Locations
91-299 Safety Policy
28-633 Postage Surcharge
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 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 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 newspapers 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, ant 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 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, 07-27-01:18a

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 multiple 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 entities 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 Department of the President. The Social Media Committee, managed and led by a committee chairman, 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

Top of Acts

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)

88-493 Contemporary Cave Use Study 03-16-96, 04-04-92

The Contemporary Cave Use Study is established as a permanent committee in the department of the Administrative Vice President. The committee shall have the following mission and responsibilities:

To gather information by using cave registers and other means to advance the knowledge and understanding of cave use in North America. The committee shall provide leadership, advice, and cave register devices to NSS committees, NSS internal organizations, NSS members, and researchers involving the distribution, maintenance, and retrieval of information. It shall make available data and its findings to the NSS, its members, and researchers in order to facilitate cave management, cave conservation, cave safety, and the management of the Society.

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, consequently, 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's 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 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 following activities and responsibilities:

(1) 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.

(2) Upon request provide assistance and advice to other Society committees, activities, and programs in regard to caving techniques, equipment, and safety considerations.

(3) 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.

(4) 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.

(5) Provide information concerning caving techniques, equipment, safety, and safety education to the membership upon request and through the NSS NEWS.

(6) 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.

(7) 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.

(8) 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.

(9) 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.

91-974 Vertical Training Transition Commission 08-24-21:12

The Vertical Training Transition Committee is formed to develop the draft charter for the formation of the Vertical Training Commission. The committee will be located within the Education Division of the Administrative Vice President. Committee members will be selected by the Administrative Vice President.

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

Top of Acts

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.

Top of Acts

APPENDIX A

CHECK LIST OF THE ACTS

ACT	SECT	PASSED	REPEALED
001	72	10-05-46	03-18-78
002	25	02-21-47	03-12-83
003	91	01-17-48	08-05-77
004	68	04-02-48	03-16-96
005	68	04-02-48	
006	56	05-22-48	
007	81	10-19-48	03-24-79
008	03	04-02-49	03-23-85
009	01	04-02-49	
010	80	10-01-49	
011	58	01-14-50	Repealed
012	58	01-14-50	
013	43	04-01-50	11-17-79
014	06	04-01-50	07-24-21:13
015	60	04-01-50	03-24-79
016		04-01-50	Repealed
017	15	07-08-50	
018	15	07-08-50	
019	15	07-08-50	
020	15	07-08-50	
021	83	10-07-50	06-19-71
022	68	10-07-50	
023	04	04-18-52	
024	25	06-21-52	03-16-96
025	46	06-21-52	03-20-82
026	68	06-21-52	
027	64	06-21-52	11-05-77
028	86	06-21-52	
029	81	09-13-52	06-19-71
030	25	01-24-53	
031	48	01-24-53	06-19-71
032	46	01-24-53	Repealed
033	72	04-10-53	
034	72	09-13-53	03-18-78
035	28	09-26-53	03-23-74
036	46	09-26-53	03-16-96
037	50	01-09-54	03-16-96
038	41	01-09-54	
039	41	01-09-54	11-05-05
040	16	04-02-54	
041	16	05-15-54	Repealed
042	25	04-08-50	06-23-75
043	25	05-15-54	
044	01	10-16-54	03-16-96
045	16	10-16-54	
046	25	10-16-54	Repealed
047	72	10-16-54	11-18-72
048	65	10-16-54	
049	86	03-26-55	
050	15	10-08-55	03-23-74
051	26	10-08-55	Repealed
052	46	10-08-55	
053	64	10-08-55	11-18-72
054	50	10-08-55	
055	01	02-04-56	02-25-84
056	16	02-04-56	07-01-83
057	18	02-04-56	03-12-83
058	72	02-04-56	03-18-78
059	72	02-04-56	03-16-96
060	81	02-04-56	03-16-96
061	05	02-04-56	
062	08	04-07-56	11-17-79
063	15	09-26-56	03-16-96
064	81	09-29-56	03-16-96
065	72	09-29-56	03-16-96
066	15	02-02-57	03-23-74
067	16	02-02-57	
068	16	02-02-57	
069	27	02-02-57	03-16-96
070	72	02-02-57	11-21-81
071	28	02-02-57	03-16-96
072	02	02-02-57	
073	07	11-23-57	11-03-73
074	46	02-02-57	Repealed
075	60	04-12-57	03-16-96
076	41	02-02-57	
077			
078	05	02-02-57	03-16-96
079	16	04-12-58	Repealed
080	88	04-12-58	
081	83	04-12-58	06-19-71
082	82	04-12-58	06-23-73
083	16	11-22-58	
084	16	11-22-58	
085	81	11-22-58	07-13-15:8
086	50	11-22-58	
087	18	04-02-59	11-17-79
088	60	04-03-59	03-25-72
089	26	10-24-59	03-25-72
090	01	10-24-59	03-16-96
091	16	10-24-59	03-16-96
092	72	06-09-60	
093	04	02-02-57	
094	25	09-24-60	03-25-72
095	43	09-24-60	03-15-80
096	50	09-24-60	03-16-96
097	68	09-24-60	
098	82	09-24-60	Repealed
099	78	09-24-60	03-16-96
100	86	09-24-60	Repealed

ACT	SECT	PASSED	REPEALED
101	25	12-28-60	03-18-95
102	50	12-28-60	
103	46	06-15-61	
104	64	06-16-61	
105	56	06-16-61	
106	81	06-16-61	
107	28	10-28-61	03-18-78
108	50	10-28-61	04-04-92
109	09	10-28-61	Repealed
110	64	02-10-62	04-10-65
111	46	02-10-62	Repealed
112	07	06-13-62	03-24-79
113	15	10-20-62	03-25-72
114	80	10-20-62	06-19-71
115	16	02-23-63	
116	43	02-23-63	
117	81	02-23-63	07-02-82
118	26	06-14-63	
119	17	12-28-63	03-16-96
120	25	12-28-63	08-15-08:7
121	05	12-28-63	
122	18	06-17-64	03-16-96
123	17	06-17-64	08-05-96
124	72	06-17-64	03-23-13:20
125	56	06-17-64	
126	83	06-19-64	Repealed
127	28	06-19-64	03-16-96
128	81	06-19-64	2-25-84
129	83	06-19-64	
130	64	06-19-64	03-16-96
131	27	06-19-64	
132	03	06-19-64	03-23-85
133	17	11-14-64	
134	17	11-14-64	06-27-86
135	18	11-14-64	03-23-74
136	18	11-14-64	06-23-73
137	18	11-14-64	
138	19	11-14-64	
139	43	11-14-64	
140	04	11-14-64	06-19-71
141	03	10-28-61	
142	83	04-10-65	
143	83	04-10-65	03-24-79
144	64	04-10-65	03-16-96
145	64	04-10-65	
146	48	06-15-66	
147	50	06-16-65	
148	18	06-15-65	03-15-80
149	25	06-18-65	03-16-96
150	64	06-18-65	06-27-86
151	56	06-18-65	03-12-83
152	50	06-18-65	
153	82	10-23-65	03-16-96
154	83	10-23-65	03-25-72
155	56	10-23-65	03-25-72
156	27	11-14-65	03-23-74
157	28	03-26-66	10-11-75
158	86	03-26-66	
159	86	03-26-66	
160	91	06-16-65	08-05-77
161	18	10-29-66	03-23-74
162	64	10-29-66	
163			
164	25	03-18-67	03-25-72
165	68	11-14-67	
166	43	06-17-67	02-25-84
167	25	06-17-67	03-15-08:29
168	28	06-17-67	11-04-06:7
169	28	06-17-67	10-11-75
170	56	06-17-67	03-23-74
171	03	06-17-67	11-2-96
172			
173	18	10-21-67	10-23-99
174	83	10-21-67	Repealed
175	83	10-21-67	10-15-94
176	09	10-21-67	06-19-71
177	64	04-20-68	
178	80	08-21-68	
179	80	08-21-68	
180		08-21-68	Repealed
181	15	08-24-68	
182	56	08-24-68	06-23-73
183	06	08-24-68	07-24-21:26
184	18	11-16-68	03-23-74
185	27	11-16-68	11-18-72
186	72	11-16-68	Repealed
187	58	11-16-68	10-20-84
188	64	11-16-68	11-05-77
189	56	11-16-68	
190	08	11-16-68	
191	60	03-01-69	03-24-79
192	56	03-01-69	
193	03	03-01-69	
194	05	03-01-69	07-18-11:18
195	91	03-26-66	03-16-96
196	18	03-01-69	11-17-79
197	04	10-29-66	03-17-07:24e
198	20	06-19-69	
199	03	06-19-69	
200	50	06-16-69	03-16-96

ACT	SECT	PASSED	REPEALED
201	17	06-19-69	07-02-76
202	50	11-01-69	03-16-96
203	04	11-01-69	
204	08	11-01-69	
205	03	11-01-69	
206	04	11-01-69	11-18-72
207	68	11-01-69	03-16-96
208	82	05-02-70	03-16-96
209	50	05-02-70	Repealed
210	68	08-19-70	03-16-96
211	04	08-22-70	
212	26	08-22-70	03-12-83
213	50	08-22-70	03-16-96
214	46	08-22-70	
215	26	08-22-70	Repealed
216	50	08-22-70	10-26-85
217	56	08-22-70	10-15-94
218	27	08-22-70	
219	56	08-22-70	Repealed
220	78	11-07-70	
221	50	11-07-70	11-04-06:14
222	26	03-06-71	03-16-96
223	25	06-19-71	03-12-83
224	50	06-19-71	11-17-79
225	25	06-19-71	04-04-92
226	60	06-19-71	
227	80	08-21-68	07-02-82
228	25	09-24-60	
229	07	12-04-71	03-24-79
230	72	12-04-71	
231	86	03-25-72	
232	25	03-25-72	07-14-14:16
233	16	03-25-72	11-17-79
234	57	03-25-72	11-08-86
235	58	03-25-72	11-18-72
236	26	09-06-67	
237	50	03-31-71	11-04-06:14
238	50	03-31-71	
239	72	08-18-72	
240	56	08-18-72	11-18-72
241	28	08-18-72	
242	25	08-18-72	
243	83	08-18-72	08-05-77
244	50	08-18-72	03-07-20:7
245	50	08-18-72	
246	43	08-18-72	
247	82	08-18-72	03-16-96
248	26	08-18-72	03-16-96
249	83	08-18-72	06-27-75
250	50	08-15-72	11-21-81
251	40	11-18-72	11-22-80
252	07	11-18-72	03-21-81
253	10	11-18-72	
254	64	03-24-73	11-05-77
255	27	03-24-73	
256	26	03-24-73	03-16-96
257	50	06-19-73	03-24-79
258	56	06-23-73	
259	83	06-23-73	08-05-77
260	50	06-23-73	03-16-96
261	56	06-23-73	03-16-96
262	79	06-23-73	
263	56	11-03-73	03-22-97
264	50	11-03-73	07-24-21:14
265	50	11-03-73	03-16-96
266	07	11-03-73	
267	56	11-03-73	
268	68	03-23-74	
269	18	03-23-74	07-02-82
270	18	03-23-74	07-30-18:19
271	16	03-23-74	10-21-78
272	43	03-23-74	03-15-80
273	56	03-23-74	06-27-75
274	56	03-23-74	
275	40	03-23-74	
276	57	03-24-73	08-07-98
277	81	08-12-74	
278	41	08-12-74	03-16-96
279	07	08-16-74	07-13-15:37
280	83	08-16-74	
281	07	08-16-74	
282	83	08-16-74	03-15-03
283	76	08-16-74	
284	27	08-16-74	
285	11	08-16-74	07-02-76
286	28	08-16-74	
287	01	11-16-74	
288	88	11-16-74	11-07-98
289	18	11-16-74	
290	05	11-16-74	
291	86	11-16-74	03-16-96
292	83	11-16-74	11-04-06:13
293	56	11-16-74	
294	10	03-15-75	03-16-96
295	80	03-15-75	
296	81	03-15-75	07-13-15:10
297	83	03-15-75	03-24-79
298	76	03-15-75	11-05-77
299	91	06-27-75	
300	28	06-27-75	

ACT	SECT	PASSED	REPEALED
301	26	06-27-75	
302	26	06-27-75	
303	07	06-27-75	03-20-82
304	56	10-11-75	
305	07	10-22-75	03-20-82
306	26	10-11-75	
307	56	10-11-75	
308	91	02-28-76	11-17-79
309	83	02-28-76	
310	83	02-28-76	
311	65	02-28-76	03-15-80
312	91	02-28-76	03-16-96
313	18	07-02-76	10-21-78
314	17	07-02-76	08-05-96
315	91	07-02-76	
316	83	07-02-76	
317	83	07-02-76	
318	83	07-02-76	
319	91	10-23-76	
320	86	10-23-76	
321	19	10-23-76	
322	91	10-23-76	06-24-85
323	07	10-23-76	
324	84	10-23-76	03-13-21:13
325	18	03-26-77	03-20-82
326	72	03-26-77	03-16-96
327	81	03-26-77	03-16-96
328	56	03-26-77	
329	83	08-05-77	
330	91	08-05-77	
331	91	08-05-77	2-25-84
332	91	08-05-77	2-25-84
333	28	08-05-77	11-11-89
334	28	08-05-77	
335	26	08-05-77	11-02-96
336	83	08-05-77	
337	56	11-05-77	
338	43	11-05-77	03-15-80
339	76	11-05-77	03-16-96
340	76	11-05-77	
341	27	03-18-78	
342	72	03-18-78	03-16-96
343	83	03-18-78	11-08-08:10
344	84	06-23-78	03-13-21:13
345	81	06-23-78	11-07-98
346	56	06-23-78	
347	50	06-23-78	
348	40	06-23-78	
349	16	06-23-78	
350	50	06-23-78	
351	72	06-23-78	03-16-96
352	72	06-23-78	
353	65	06-23-78	03-20-82
354	17	06-23-78	08-05-96
355	50	10-21-78	
356	64	10-21-78	
357	80	10-21-78	03-15-80
358	83	10-21-78	10-23-99
359	79	10-21-78	03-12-83
360	15	10-21-78	
361	86	10-21-78	
362	26	03-24-79	03-16-96
363	03	03-24-79	
364	03	03-24-79	
365	83	03-24-79	03-16-96
366	82	08-06-79	03-15-14:7
367	18	11-17-79	
368	43	11-17-79	
369	82	11-17-79	06-29-84
370	91	11-17-79	
371	07	11-17-79	03-20-82
372	26	11-17-79	10-20-84
373	26	11-17-79	03-15-86
374	43	03-15-80	
375	43	03-15-80	
376	43	03-15-80	
377	43	03-15-80	03-18-95
378	19	03-15-80	
379	19	03-15-80	
380	43	03-15-80	
381	43	03-15-80	
382	43	03-15-80	
383	57	06-01-80	12-04-21:11
384	56	11-22-80	03-16-96
385	40	11-22-80	03-16-96
386	88	03-21-81	
387	79	03-21-81	03-22-97
388	25	07-26-81	03-17-07:12
389	28	07-26-81	
390	83	07-26-81	
391	43	07-26-81	
392	47	07-26-81	
393	65	11-21-81	
394	65	11-21-81	
395	50	11-21-81	
396	97	11-21-81	
397	97	11-21-81	
398	60	11-21-81	
399	80	03-20-82	06-27-86
400	03	03-20-82	

ACT	SECT	PASSED	REPEALED
401	84	10-30-82	03-13-21:13
402	26	03-12-83	
403	02	07-01-83	
404	01	07-01-83	11-07-93
405	86	07-01-83	11-08-97
406	79	07-01-83	03-22-97
407	81	07-01-83	06-21-94
408	26	07-01-83	03-16-96
409	83	07-01-83	03-16-96
410	27	07-01-83	
411	18	07-01-83	
412	56	07-01-83	
413	48	07-01-83	
414	41	07-01-83	03-16-96
415	56	10-29-83	08-09-96
416	50	02-25-84	03-27-99
417	83	02-25-84	10-23-99
418	72	02-25-84	03-16-96
419	28	02-25-84	
420	28	02-25-84	06-27-86
421	04	02-25-84	03-17-07:24a
422	91	02-25-84	
423	63	06-29-84	03-07-20:7
424	68	06-29-84	
425	83	06-29-84	
426	58	06-29-84	03-16-96
427	03	06-29-84	11-07-10:13
428	15	06-29-84	
429	63	06-29-84	
430	41	06-29-84	
431	19	10-29-83	
432	28	02-25-84	
433	17	02-25-84	08-07-98
434	25	10-20-84	03-17-07:12
435	46	10-20-84	
436	05	10-20-84	03-16-96
437	26	10-20-84	
438	63	03-23-85	
439	16	03-23-85	
440	68	03-23-85	
441	28	03-23-85	11-11-89
442	43	03-23-85	11-10-18:8
443	01	03-23-85	
444	26	06-24-85	03-07-20:7
445	03	06-28-85	
446	28	06-28-85	
447	18	06-28-85	10-23-99
448	83	06-28-85	03-17-18:7
449	25	06-28-85	08-15-08:8
450	63	06-28-85	03-25-17:20
451	18	06-28-85	10-23-99
452	41	10-26-85	
453	18	10-26-85	04-04-92
454	18	10-26-85	03-15-03
455	60	03-15-86	
456	25	03-15-86	
457	83	03-15-86	
458	15	03-15-86	
459	56	06-27-86	11-07-92
460	84	06-27-86	03-13-21:13
461	01	06-27-86	07-08-05
462	60	11-08-86	
463	63	11-08-86	
464	63	11-08-86	03-16-96
465	63	11-08-86	
466	26	06-27-86	
467	80	10-20-84	
468	28	04-04-87	10-21-95
469	43	04-04-87	03-16-96
470	63	04-04-87	
471	16	04-04-87	04-17-93
472	04	04-04-87	
473	97	08-07-87	07-08-05
474	26	08-07-87	03-16-96
475	57	08-07-87	03-16-96
476	27	08-07-87	04-17-10:23
477	40	02-20-88	
478	97	07-01-88	
479	79	07-13-90	03-22-97
480	88	07-13-90	
481	16	04-01-89	
482	19	08-04-89	
483	60	08-04-89	
484	03	08-04-89	
485	83	07-13-90	04-17-93
486	15	03-09-91	06-19-17:18
487	26	03-09-91	
488	40	03-09-91	
489	63	11-10-90	
490	25	03-09-91	
491	97	04-04-92	03-05-05
492	72	04-04-92	
493	88	04-04-92	12-04-21:14
494	15	08-03-92	
495	15	08-03-92	
496	56	08-03-92	
497	84	08-07-92	03-13-21:13
498	40	11-07-92	
499	40	11-07-92	03-16-96
500	26	11-07-92	03-16-96

ACT	SECT	PASSED	REPEALED
501	18	11-07-92	
502	41	11-07-92	
503	86	11-07-92	
504	01	11-07-92	
505	26	11-07-92	
506	26	11-07-92	03-16-96
507	43	04-17-93	
508	43	04-17-93	
509	15	04-17-93	
510	15	04-17-93	
511	26	04-17-93	
512	43	04-17-93	11-08-97
513	01	04-17-93	
514	40	08-02-93	11-02-96
515	26	08-02-93	
516	26	08-02-93	03-16-96
517	56	08-06-93	11-04-00
518	15	08-06-93	10-21-95
519	18	08-06-93	10-29-16:14
520	84	08-06-93	03-13-21:13
521	18	08-06-93	03-16-96
522	18	08-06-93	03-16-96
523	18	08-06-93	03-22-97
524	18	08-06-93	
525	18	08-06-93	
526	18	08-06-93	03-17-18:14
527	18	08-06-93	10-29-16:14
528	18	08-06-93	04-04-09:20
529	18	08-06-93	10-23-99
530	18	08-06-93	03-23-19:16
531	18	08-06-93	10-23-99
532	18	08-06-93	10-23-99
533	18	08-06-93	03-16-96
534	18	08-06-93	10-23-99
535	18	08-06-93	03-23-02
536	18	08-06-93	06-23-97
537	18	08-06-93	10-23-99
538	83	11-06-93	11-08-97
539	56	11-06-93	
540	18	11-06-93	10-23-99
541	50	11-06-93	
542	50	11-06-93	
543	15	03-05-94	03-16-96
544	40	03-05-94	
545	57	03-05-94	06-17-19:16
546	50	03-05-94	
547	56	03-05-94	
548	56	03-05-94	
549	18	03-05-94	03-16-96
550	18	03-05-94	03-16-96
551	12	06-24-94	
552	56	06-24-94	
553	28	06-24-94	08-15-08:38
554	79	03-10-90	
555	18	11-09-91	06-23-97
556	57	10-15-94	
557	82	10-15-94	03-15-14:8
558	28	10-15-94	
559	86	10-15-94	
560	25	03-18-95	03-15-14:20
561	68	03-18-95	
562	58	03-18-95	
563	26	03-18-95	11-05-05
564	68	03-18-95	07-13-15:40
565	25	03-18-95	
566	28	03-18-95	
567	17	03-18-95	
568	26	03-18-95	03-16-96
569	81	07-21-95	
570	81	07-21-95	
571	57	07-21-95	06-17-19:11
572	56	10-21-95	06-23-97
573	15	03-16-96	
574	50	03-16-96	
575	15	08-05-96	
576	56	11-02-96	
577	26	11-02-96	
578	26	11-02-96	03-25-17:21
579	18	11-02-96	10-23-99
580	18	11-02-96	06-30-00
581	18	11-02-96	04-04-09:19
582	18	11-02-96	10-23-99
583	72	11-02-96	10-24-15:20
584	50	11-02-96	
585	26	03-22-97	
586	64	03-22-97	
587	64	03-22-97	
588	01	03-22-97	11-07-20:21
589	18	03-22-97	10-23-99
590	56	03-22-97	10-23-99
591	56	03-22-97	11-08-97
592	66	03-22-97	11-04-00
593	66	03-22-97	
594	09	03-22-97	
595	18	03-22-97	10-23-99
596	56	06-23-97	
597	18	06-23-97	10-23-99
598	18	06-23-97	
599	26	06-23-97	12-04-21:19
600	26	06-23-97	

ACT	SECT	PASSED	REPEALED
601	41	11-08-97	
602	50	11-08-97	
603	65	11-08-97	
604	18	11-08-97	
605	18	11-08-97	
606	86	11-08-97	10-23-99
607	28	03-21-98	
608	46	03-21-98	10-18-03
609	19	08-07-98	03-15-08:16
610	18	08-07-98	10-23-99
611	56	08-07-98	
612	56	08-07-98	
613	56	08-07-98	
614	56	08-07-98	
615	56	08-07-98	
616	56	08-07-98	
617	15	08-07-98	
618	01	08-07-98	
619	57	08-07-98	
620	16	11-07-98	11-04-00
621	81	11-07-98	11-04-06:13
622	68	11-07-98	
623	18	11-07-98	03-23-19:8
624	56	11-07-98	
625	56	03-27-99	
626	83	03-27-99	03-07-15:12
627	25	03-27-99	08-15-08:17
628	83	03-27-99	10-29-16:16
629	18	03-27-99	
630	97	07-12-99	03-18-00
631	56	07-12-99	
632	63	07-12-99	
633	28	07-12-99	
634	26	07-12-99	07-24-21:8
635	16	07-12-99	
636	50	10-23-99	
637	81	10-23-99	07-13-15:13
638	18	10-23-99	03-17-18:16
639	18	10-23-99	
640	18	10-23-99	
641	18	10-23-99	
642	18	10-23-99	
643	28	10-23-99	
644	56	10-23-99	
645	26	10-23-99	
646	28	10-23-99	10-25-14:16
647	83	10-23-99	
648	18	03-18-00	03-20-04
649	18	03-18-00:5B	03-20-04:19
650	01	03-18-00	
651	01	03-18-00	
652	01	03-18-00	
653	01	03-18-00	
654	01	03-18-00	
655	18	03-18-00	
656	18	03-18-00	03-23-02
657	26	03-18-00	07-24-21:15
658	83	03-18-00	
659	83	03-18-00	
660	83	03-18-00	07-30-18:31
661	81	03-18-00	07-13-15:20
662	81	03-18-00	
663	97	03-18-00	03-07-20:7
664	46	03-18-00	10-18-03
665	18	03-18-00	03-23-02
666	83	06-30-00	
667	18	06-30-00	03-23-02
668	18	06-30-00	07-24-21:6
669	61	06-30-00	
670	41	06-30-00	
671	83	06-30-00	03-15-08:36
672	15	06-30-00	
673	16	06-30-00	
674	18	06-30-00	10-21-17:40
675	08	06-30-00	07-24-21:10
676	41	06-30-00	
677	83	06-30-00	03-15-08:36
678	83	06-30-00	03-15-08:36
679	83	06-30-00	03-15-08:36
680	83	06-30-00	03-15-08:36
681	43	06-30-00	
682	79	11-04-00	
683	56	11-04-00	
684	66	11-04-00	
685	56	11-04-00	
686	18	11-04-00	
687	18	11-04-00	
688	18	11-04-00	
689	18	11-04-00	07-12-04
690	56	11-04-00	
691	24	11-04-00	
692	18	11-04-00	03-15-03
693	19	11-04-00	07-12-04
694	18	11-04-00	10-21-17:41
695	11	04-07-01	
696	41	04-07-01	
697	26	04-07-01	
698	97	04-07-01	03-07-20:7
699	01	04-07-01	
700	15	04-07-01	

ACT	SECT	PASSED	REPEALED
701	26	07-27-01	07-24-21:16
702	26	07-27-01	07-24-21:17
703	86	07-27-01	
704	19	07-27-01	
705	83	07-27-01	
706	19	07-27-01	
707	18	07-27-01	10-29-16:14
708	11	07-27-01	
709	26	10-20-01	12-04-21:5
710	26	03-23-02	
711	18	03-23-02	
712	18	03-23-02	
713	18	03-23-02	
714	18	03-23-02	06-19-17:17
715	18	03-23-02	
716	18	03-23-02	
717	18	03-23-02	10-29-16:14
718	18	03-23-02	03-25-06:20
719	18	03-23-02	03-23-19:23
720	18	03-23-02	
721	18	03-23-02	07-30-18:20
722	18	03-23-02	
723	19	03-23-02	03-23-19:7
724	18	03-23-02	
725	15	06-28-02	
726	18	06-28-02	03-23-19:9
727	83	06-28-02	03-15-08:36
728	83	06-28-02	11-04-06:13
729	26	10-05-02	
730	63	10-05-02	
731	26	10-05-02	12-04-21:5
732	19	03-15-03	
733	26	03-15-03:6	
734	18	03-15-03	03-15-14:10
735	26	03-15-03	
736	26	03-15-03	
737	43	03-15-03	04-04-09:16
738	68	03-15-03	
739	68	03-15-03	
740	26	03-15-03	
741	18	08-04-03	
742	26	08-04-03	07-24-21:18
743	28	08-04-03	
744	43	08-04-03	
745	26	10-18-03	
746	26	10-18-03	07-24-21:19
747	18	03-20-04	
748			
749	26	03-20-04	
750	26	03-20-04	
751	68	03-20-04	
752	26	03-20-04	
753	83	03-20-04	
754	26	11-06-04	
755	83	03-05-05	
756	41	03-05-05	
757	72	03-05-05	
758	41	07-08-05	
759	15	07-08-05	
760	26	07-08-05	07-24-21:20
761	41	07-08-05	
762	19	07-08-05	08-07-06:18
763	41	07-08-05	
764	66	11-05-05	03-13-21:10
765	24	11-05-05	
766	72	11-05-05	10-24-15:22
767	56	11-05-05	10-24-15:32
768	65	11-05-05	07-25-20:5
769	15	03-25-06:10	
770	15	03-25-06:21	
771	05	03-25-06:24a	
772	05	02-25-06:24b	
773	05	02-25-06:24c	
774	05	02-25-06:24d	
775	19	02-25-06:18	07-25-20:5
776	15	08-07-06:6	
777	43	08-07-06:7	
778	56	08-07-06:8	
779	26	08-07-06:16	07-24-21:21
780	68	11-04-06:8	12-04-21:5
781	83	11-04-06:13	03-15-08:44
782	50	11-04-06:14	
783	25	03-17-07:11	
784	16	07-08-05	03-17-18:21
785	26	07-27-07:4, 5, 6	
786	19	07-27-07:27	12-04-21:8
787	19	07-27-07:28	12-04-21:9
788	41	07-27-07:29	
789	41	07-27-07:30	
790	68	07-27-07:38	12-04-21:5
791	26	10-13-07:4, 24	12-04-21:5
792	57	10-13-07:9	12-04-21:5
793	83	10-13-07:10	07-25-20:5
794	18	10-13-07:13	11-10-18:9
795	26	03-15-08:7	12-04-21:5
796	26	03-15-08:10	03-07-20:7
797	16	03-15-08:15	
798	19	03-15-08:17	
799	28	03-15-08:30	
800	18	03-15-08:31	

ACT	SECT	PASSED	REPEALED
801	19	03-15-08:32	
802	72	03-15-08:38	10-24-15:21
803	26	03-15-08:43	
804	83	03-15-08:8	
805	83	03-15-08:9	
806	83	03-15-08:10	
807	83	03-15-08:44	
808	26	08-15-08:6	
809	80	08-15-08:24	
810	56	08-15-08:25	
811	76	08-15-08:28	12-04-21:5
812	76	08-15-08:29	12-04-21:5
813	76	08-15-08:30	12-04-21:5
814	19	08-15-08:32	12-06-18
815	83	11-08-08:9	
816	28	04-04-09:14	07-13-15:24
817	84	04-04-09:18	07-18-11:15
818	56	04-04-09:21	
819	26	07-20-09:7	12-04-21:5
820	80	07-20-09:8	07-13-51:35
821	02	07-20-09:10	
822	26	11-07-09:4	
823	26	11-07-09:6	03-25-17:6
824	26	11-07-09:11	03-07-20:7
825	26	11-07-09:12	07-24-21:5
826	82	11-07-09:13	12-04-21:5
827	56	11-07-09:14	
828	56	11-07-09:16	
829	25	11-07-09:19	
830	26	11-07-09:21	03-07-20:7
831	76	11-07-09:25	
832	83	04-17-10:4b	
833	86	04-17-10:5	08-09-13:32
834	86	04-17-10:19	
835	81	04-17-10:20	07-13-15:21
836	81	04-17-10:21	
837	27	04-17-10:24	
838	15	04-17-10:26	
839	18	08-02-10:11	10-26-16:14
840	18	08-02-10:12	
841	18	08-02-10:13	03-15-14:11
842	18	08-02-10:14	03-17-18:18
843	26	08-02-10:15	07-24-21:22
844	86	08-02-10:20	
845	18	08-02-10:21	11-10-18:10
846	68	11-07-10:11	
847	24	11-07-10:18	07-24-21:23
848	26	11-07-10:19	
849	76	11-07-10:20	
850	41	04-02-11:4	
851	06	04-02-11:17	07-24-21:11
852	48	04-02-11:20	
853	66	07-18-11:10	
854	81	07-18-11:20	11-09-13:9
855	26	07-18-11:22	12-04-21:5
856	26	07-18-11:25	12-04-21:5
857	76	10-22-11:9	
858	86	03-31-12:14	
859	66	03-31-12:19	
860	26	03-31-12:20	07-24-21:24
861	56	03-31-12:27	
862	18	06-29-12:24	06-17-19:9
863	26	06-29-12:26	
864	25	06-29-12:29	
865	66	06-29-02:30	
866	25	06-29-12:31	
867	09	06-29-12:32	
868	57	10-27-12:19	
869	15	10-27-12:20	07-30-18:24
870	86	03-23-13:13	
871	41	03-23-13:14	
872	72	03-23-13:23	10-24-15:23
873	26	03-23-13:25	
874	66	08-09-13:5	
875	68	08-09-13:25	
876	26	08-09-13:28	
877	81	11-09-13:10	
878	26	11-09-13:29	
879	17	08-07-92:49	
880	24	03-15-14:4	
881	28	03-15-14:14	
882	57	03-15-14:17	
883	25	03-15-14:18	
884	15	03-15-14:19	
885	15	03-15-14:26	
886	26	03-15-14:27	12-04-21:5
887	16	03-15-14:29	
888	26	07-14-14:9	
889	24	07-14-14:18	
890	50	07-14-14:24	
891	28	10-25-14:6	
892	28	10-25-14:12	
893	28	10-25-14:11	
894	28	10-25-14:13	
895	28	10-25-14:14	
896	66	10-25-14:17	
897	26	10-25-14:21	
898	81	03-07-15:13	
899	26	03-07-15:19	
900	19	03-07-15:24	

ACT	SEC	PASSED	REPEALED
901	56	03-07-15:30	07-13-15:53
902	18	07-13-15:4	
903	66	07-13-15:25	07-30-18:32
904	56	07-13-15:28	
905	81	07-13-15:32	
906	81	07-13-15:33	
907	83	07-13-15:39	
908	68	07-13-15:41	
909	25	07-13-15:44	
910	56	07-13-15:52	
911	80	07-13-15:56	
912	83	07-13-15:58	10-24-15:35
913	43	10-24-15:33	
914	26	10-24-15:37	07-25-20:10
915	56	03-19-16:7	
916	50	03-19-16:14	
917	56	07-18-16:12	11-09-19:13
918	26	07-18-16:22, 34	10-21-17:19
919	26	07-18-16:24	12-04-21:5
920	86	07-18-16:31	
921	26	07-18-16:32	12-04-21:5
922	43	10-29-16:12	
923	43	10-29-16:13	
924	40	10-29-16:17	
925	26	10-29-16:19	
926	26	03-25-17:7	
927	26	03-25-17:8	07-24-21:25
928	26	03-25-17:11	
929	40	03-25-17:40	
930	88	06-19-17:8	11-07-20:19
931	80	06-19-17:15	
932	03	06-19-17:16	
933	56	10-21-17:3	
934	56	10-21-17:15	
935	26	10-21-17:20	
936	40	10-21-17:21	11-07-20:24
937	26	10-21-17:27	
938	26	10-21-17:37	
939	26	07-30-18:6	
940	41	07-30-18:35	
941	56	07-30-18:44	
942	56	11-10-18:21	
943	28	11-10-18:25	
944	28	11-10-18:27	
945	26	03-23-19:10	
946	83	03-23-19:24	
947	26	06-17-19:7	
948	02	06-17-19:17	
949	02	06-17-19:18	
950	01	06-17-19:22	12-2020
951	12	11-09-19:17	11-07-20:18
952	26	01-09-20:5,6	
953	66	03-07-20:9	
954	66	03-07-20:11	
955	26	07-25-20:13, 14	
956	26	07-25-20:15, 19	
957	28	07-25-20:12	
958	26	07-25-20:21-23	
959	15	07-25-20:25, 26	
960	50	09-30-20:3	
961	18	09-30-20:4	
962	28	09-30-20:5	
963	07	11-07-20:16	
964	40	11-07-20:25	
965	41	03-13-21:5	
966	28	03-13-21:15	
967	26	07-24-21:27, 28	
968	26	07-24-21:29, 30	
969	26	07-24-21:31	
970	40	07-24-21:40	
971	28	07-24-21:42	
972	43	08-24-21:4	
973	28	08-24-21:7	
974	91	08-24-21:12	
975	88	12-04-21:15	
976	91	12-04-21:24	
977	58	12-04-21:26	

Top of Acts

APPENDIX C

NATIONAL SPELEOLOGICAL FOUNDATION

This appendix contains background information on the National Speleological Foundation (NSF), the list of NSF trustees, and all the current contracts between the NSS and NSF.

NATIONAL SPELEOLOGICAL FOUNDATION -- On May 13, 1964 the National Speleological Foundation was chartered in the District of Columbia to ensure that the Society's trust funds were always used for the purpose for which they were intended. The purposes for which the Foundation was organized, quoting from the Articles of Incorporation, are exclusively for scientific, literary, or educational purposes, including for such purposes serving the science of speleology and conservation of caves, and also including for such purposes the making of distributions either directly or by contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1964 (or the corresponding provisions of any future United States Internal Revenue Law); and also in furtherance of such purposes to accept and receive contributions, gifts, grants, bequests, or devises of any property, real or personal, and to invest and keep invested funds of the corporation, whether received by contribution, gift, grant, bequest, or devise, provided such limitations and conditions are not in conflict with the provisions of Section 501(c)(3) of the Internal Revenue Code, and to use such funds for this corporation as the Board of Directors deems advisable and in general to do anything and everything necessary, useful, or convenient in connection with the organization, maintenance, and operation of a scientific, literary, or educational corporation. This corporation shall hold its property and assets solely for the purposes as set forth in this certificate and not for the benefit of any private individual, shareholder, member, trustee, director, or manager of this corporation, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and actual expenditures made in its behalf and to make payments and distributions in furtherance of the purposes set forth in this certificate. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

TABLE 3A ---NATIONAL SPELEOLOGICAL FOUNDATION TRUSTEES

President
Doug Soroka
president@speleofoundation.org

Vice-President
Dave Lester

Secretary
John Scheltens

Treasurer

Trustees Emeritus
Roger E. McClure
Janet Thorne
Gordon Smith

Trustees
Kate Bach
Blake Jordan
Ted Kayes
Dean Snyder
Gaylene Speaect

TABLE 3B --- NSS ACTS RELATED TO INDIVIDUAL CONTRACT ATTACHMENTS

Attachment	Act	
A	18-137	Life Membership Fund
B	18-714	Headquarters Fund closed 06-19-17:17
C	19-138	NSS Research Fund
D	18-148	James G. Mitchell Fund
E	18-715	Lew Bicking Fund
F	18-724	Peter M. Hauer Fund
G	18-713	Nature Preserve Fund
H	18-411	Vandalism Deterrence Reward Fund
I	19-431	International Cooperation Fund
J	18-722	Periodical Special Features Fund
K	19-482	Sara Corrie U.S. Exploration Fund
L	18-716	Merle and Bill Stephenson 50th Anniversary Fund
M	18-540	Holding Fund
N	18-674	Endowment Fund closed 10-21-17:41
O	18-719	NSS Publication Trust Fund closed 03-23-19:23
P	18-623	NSS Library/Museum Building Trust Fund closed 03-23-19:8
Q	18-501	Fund for Litigation to Protect Caves
R	19-732	International Cave Exploration Fund
S	19-706	NSS Cave Rescue Training Restricted Fund

Cross Reference to other NSS Policies:
Act Section 17

NATIONAL SPELEOLOGICAL FOUNDATION
NATIONAL SPELEOLOGICAL SOCIETY
TRUST FUNDS CONTRACT

1. This contract between the NATIONAL SPELEOLOGICAL FOUNDATION, INC., a not for profit, charitable organization incorporated under the laws of the District of Columbia (hereinafter called the Foundation), and the NATIONAL SPELEOLOGICAL SOCIETY, a not for profit, educational organization incorporated under the laws of the District of Columbia (hereinafter called Society) pertains to funds transferred to the Foundation by the Society which are designated as the NSS Trust Funds. It also pertains to any other funds donated to the Foundation and designated for the NSS Trust Funds.

2. The term NSS Trust Funds, as used in this contract, will refer to all funds held by the Foundation for the specific purposes defined in attachments to this contract. The NSS Trust Funds will be segregated by the Foundation into various Individual Funds. The purpose of each Individual Fund and any special conditions under which the income or principal of the Individual Funds shall be returned to the Society shall be described in attachments to this contract. Such attachments may be approved at the same time at this contract or at any time in the future as described below.

3. The Foundation may charge the expenses of managing its investments to the NSS Trust Funds. Such expenses shall first be prorated among the NSS Trust Funds and any other funds held by the Foundation according to their principal amount. The expenses of the Foundation chargeable to the NSS Trust Funds shall then be prorated among the Individual Funds according to their principal.

4. The Foundation will invest the Individual Funds in such a way as to emphasize either growth of capital or income depending upon the purpose of the Individual Funds as stated in the attachments of this contract.

5. This contract shall be terminated and the entire amount of the NSS Trust Funds shall be returned to the Society: (a) in the event of the dissolution of the Foundation; (b) in the event of a substantial change in the Articles of Incorporation or Bylaws of the Foundation which materially and adversely affect the NSS Trust Funds or the Society.

6. The Foundation may accept contributions to the NSS Trust Funds for the benefit of the Society from the Society or other sources including, but not limited to, individuals, corporations, internal organizations of the Society, or other charitable foundations.

7. Each year, within forty-five days after the end of the Foundation's fiscal year and quarterly thereafter, the Foundation shall report to the Secretary-Treasurer of the Society: (a) the current net worth of each of the Individual Funds in the NSS Trust Funds, (b) non-investment income added to each of the Individual Funds since the prior report, (c) the income, net income, and capital gains distributions earned by each of the Individual

Funds since the prior report, (d) commissions and expenses charged to each of the NSS Trust Funds since the prior report, and (e) the portfolio detail for each Individual Fund. The timing of such reports may be adjusted by mutual consent of the Treasurers of both organizations. In addition, the Foundation shall immediately notify the Secretary-Treasurer of the Society of any occurrence which significantly affects the NSS Trust Funds or the Foundation.

8. This contract shall be initially made, subsequently amended, or have attachments added or amended by passage of an identical resolution by the Board of Governors of the Society and the Board of Trustees of the Foundation according to the respective rules of the Society and the Foundation regarding changes in their bylaws.

9. This contract replaces any previous contracts or agreements between the Society and the Foundation, either written or oral, and becomes effective when approved by the Board of Governors of the Society and the Board of Trustees of the Foundation. Notwithstanding prior approval of this contract, existing agreements concerning each Individual Fund shall remain in effect until and only until an attachment covering that Fund is approved as described in paragraph 8 above.

10. It is agreed and understood by and between the parties to this contract that the provisions of this contract shall be governed by the laws of the District of Columbia. It is understood and agreed and stipulated by the parties to this contract that it is intended that this contract be performed (at least in part) in the District of Columbia and the parties further stipulate and agree the courts in the District of Columbia shall have jurisdiction over all questions, disputes, or claims for relief which may arise under or because of this contract.

This contract has been approved by the Board of Governors of the Society on the 27th day of July 2001, and by the Board of Trustees of the Foundation of the 27th day of October 2001.

IN WITNESS WHEREOF the parties have hereto set their hand and seal, the Society by its President and Secretary-Treasurer and the Foundation by its President and Treasurer.

NATIONAL SPELEOLOGICAL SOCIETY

by: Mike Hood
President

Attested: Paul J. Stevens
Secretary-Treasurer

NATIONAL SPELEOLOGICAL FOUNDATION INC.

by: Roger E. McClure
President

Attested: David Luckins
Treasurer

NSS LIFE MEMBERSHIP TRUST FUND AGREEMENT (Attachment A to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Life Membership Fund.

2. 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. For the purpose of this attachment, life members are defined as life members plus holders of the Outstanding Service Award and Honorary Members.

3. Annually, the Foundation shall return to the Society from the Life Membership Fund an amount equal to 100% of the current regular membership rate for each living life member, not to exceed 5.5% of the Fund's value. Investment returns in excess of the above will normally be reinvested, (1) to seek growth to cover future dues increases, and (2) to cover periods of lower investment returns during market downturns. Any disposition of money from this Fund other than those described above, must be approved as per paragraph 4 of this Attachment.

4. Upon passage of a suitable resolution by two-thirds vote of the Board of Governors of the Society, the Foundation shall transfer to another of the Individual Funds, any part of the Life Membership Fund in excess of the amount necessary to fund the membership payments specified in paragraph 3 of this attachment, plus additional funds reasonably sufficient to provide for foreseeable future increases in membership payments, due to increased Society dues. The Foundation shall annually notify the Society Secretary-Treasurer of its estimate of the amount of such excess funding available and describe the basis for its estimate.

5. The Foundation may make loans to the Society from the Life Membership Fund on passage of a resolution requesting such a loan by a two-thirds vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the amount of such loans from the Life Membership Fund during one calendar year shall not exceed 20% of the Life Membership Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the Life Membership Fund, with the loaned funds considered part of the Fund.

6. This attachment has been approved by the Board of Governors of the Society on the 22nd day of March, 1997, and by the Board of Trustees of the Foundation on the 23rd day of March, 1997.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: David Luckins

David Luckins, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: Albert C. Mueller, Jr.

Albert C. Mueller, Jr., President

NSS RALPH W. STONE RESEARCH TRUST FUND AGREEMENT (Attachment C to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Ralph W. Stone Research Fund.

2. The purpose of the Ralph W. Stone Research Fund is to provide income to the Society with which to support research activities.

3. Each fiscal year an amount equal to 5.5% of the total fund value shall be available for payment to the Society. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.

4. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

ATTACHMENT D
NSS JAMES G. MITCHELL TRUST FUND AGREEMENT

WHEREAS, the James G. Mitchell Award was established in 1965 in memory of James Gentry Mitchell, NSS 7157 (1942–1965);

WHEREAS the National Speleological Society, Inc. (the "Society") and the National Speleological Foundation, Inc. (the "Foundation") approved a Trust Funds Contract on July 27, 2001 and October 27, 2001, respectively, which provides for Individual Funds and Attachments;

WHEREAS the Society and the Foundation approved an Attachment for the Individual Fund called the NSS James G. Mitchell Trust Fund on July 27, 2001 and October 27, 2001, respectively, which Attachment the Society and the Foundation now wish to replace;

NOW THEREFORE the Society and the Foundation agree to this Attachment D to the Trust Funds Contract effective April 1, 2018, as follows:

1. This Attachment describes the Individual Fund known as the NSS James G. Mitchell Trust Fund (the "Fund"). The purpose of the Fund is to make a cash award for the best scientific paper presented at any session of the annual convention of the Society by a member or members of the Society who is a student(s) of any age, which purpose is among each party's tax-exempt purposes.

2. The Foundation may invest the assets of the Fund in its discretion and may comingle them with other assets, but it shall separately account for the Fund. All earnings (including income, dividends, capital gains, etc.) shall accrue to the principal of the Fund.

3. Each fiscal year, an amount equal to 5% of the principal of the Fund at the beginning of that fiscal year shall be available for the Fund's purpose. Any available funds not used in a fiscal year shall accrue to the principal of the Fund.

4. Upon request of the Secretary-Treasurer of the Society or his or her designee, the Foundation shall reimburse the Society for expenses meeting the purpose of the Fund, up to the amount of available funds for the fiscal year.

5. This Attachment D replaces any previous agreement between the parties regarding its subject matter. The signatures below indicate that this Attachment has been approved by identical resolutions of the Board of Governors of the Society and the Trustees of the Foundation.

National Speleological Society, Inc.

By: _____
Geary Schindel, President
Date: November 10, 2018

National Speleological Foundation, Inc.

By: _____
Theodore Kayes, President
Date: November 10, 2018

NSS LEW BICKING TRUST FUND AGREEMENT (Attachment E to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Lew Bicking Fund.

2. The purpose of the Lew Bicking Fund is to provide income to the Society to be used as a cash award known as the Lew Bicking Award. The Lew Bicking Award was established in 1965 to recognize an individual Society member who, through specific actions, has demonstrated a dedication to the thorough exploration of a cave or group of caves. The total of such awards shall not be more than 5.5% of the total Fund value (hereafter called the "available amount") for the year.

3. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the available amount for the Lew Bicking Award. After the award has been presented, the Foundation shall reimburse the Society request up tothe available amount. Any excess shall be reinvested in the Fund.

4. In the event that no award is presented in any year, the total investment return for that year shall be reinvested in the Fund.

5. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

NSS PETER M. HAUER TRUST FUND (Attachment F to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Peter M. Hauer Fund.

2. 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. Such award shall not be more than 5.5% of the total Fund value (hereafter called the "available amount") for the year.

3. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the available amount for the Peter M. Hauer Spelean History Award. After the award has been presented, the Foundation shall reimburse the Society request up to the available amount. Any excess shall be reinvested in the Fund.

4. In the event that no award is presented in any year, the total investment return for that year shall be reinvested in the Fund.

5. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

NSS CAVE PRESERVE TRUST FUND AGREEMENT (Attachment G to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Cave Preserve Fund.

2. The purpose of the Cave Preserve Fund is to serve as a source of funds to the Society for the expenses of ownership of real estate, or any interest in real estate, which has been designated by the Board of Governors of the Society as a Cave Preserve of the National Speleological Society.

3. Each fiscal year an amount equal to 5.5% of the total fund value shall be available for payment to the Society. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.

4. In addition to the amounts available annually, the Foundation, upon passage of a suitable 2/3 vote of the Board of Governors of the Society, shall transfer to the Society any part of the Cave Preserve Fund needed for extraordinary expenses of the preserves.

5. The Foundation, upon passage of a suitable two-thirds vote of the Board of Governors of the Society, shall transfer any part, or all, of the Cave Preserve Fund to another of the Individual Funds.

6. The Foundation may make loans to the Society from the Cave Preserve Fund on passage of a resolution requesting such a loan by a two-thirds vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the Cave Preserve Fund during one calendar year shall not exceed 20% of the unencumbered principal of the Cave Preserve Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the unencumbered principal of the Cave Preserve Fund, with the loaned funds considered part of the fund.

6. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

NSS VANDALISM DETERRENCE REWARD TRUST FUND (Attachment H to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Vandalism Deterrence Reward Fund.

2. 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 reward for information leading to the arrest and conviction of persons guilty of violating cave protection laws. The conditions under which these rewards will be paid are described in the Society's Cave Vandalism Reward Policy (Appendix W to the Acts of the Board of Governors of the Society) and its successors.

3. The principal of the Vandalism Deterrence Reward Fund is intended to be used to pay said rewards and the administrative costs of the program. The Foundation will reinvest the net income and capital gains distributions from the Vandalism Deterrence Reward Fund in the Fund.

4. Rewards given by the Society and administrative costs of the program will be reimbursed according to policies established by the Board of Governors of the Society.

5. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

NSS INTERNATIONAL TRUST FUND AGREEMENT (Attachment I to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the International Fund.

2. The purpose of the International Fund is to provide income to the Society for the program of "Grants to Support International Speleological Partnerships" and to provide initiation loans for International Congresses of Speleology.

3. Each fiscal year an amount equal to 5.5% of the total fund value shall be available for payment to the Society. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.

4. The Foundation, upon passage of a suitable resolution by the Board of Governors of the Society, shall make available to the Society the principal, or portion thereof, of the International Fund for a loan to an International Congress of Speleology.

5. The Foundation may make loans to the Society from the International Fund on passage of a resolution requesting such a loan by a two-thirds vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the International Fund during one calendar year shall not exceed 20% of the unencumbered principal of the International Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the unencumbered principal of the International Fund, with the loaned funds considered part of the fund.

6. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

ATTACHMENT I

INTERNATIONAL FUND

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the International Fund.
2. The purpose of the International Fund is to provide income to the Society for the program of Grants to Support International Speleological Partnerships and Grants to support International Participation and to provide initiation loans or advanced registrations for U.S. participants for the international Congresses of Speleology. Principal may be used to support NSS sponsorship of International meetings and the bidding process for such meetings.
3. Each fiscal year an amount equal to 5.5% of the total fund shall be available for payment to the Society. The Foundation Annual Report, as described in Paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.
4. The Foundation, upon passage of a suitable resolution by a 2/3 vote of the Board of Governors of the Society, shall transfer any part, or all, of the International Fund to another individual fund(s) held by the Foundation on behalf of the Society as part of the NSS Trust Funds.
5. The Foundation, upon passage of a suitable resolution by the Board of Governors of the Society, shall make available to the Society the principal, or a portion thereof, of the International Fund for a loan to an International Congress of Speleology.
6. The Foundation may make loans to the Society from the International Fund on passage of a resolution requesting such a loan by a 2/3 vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the International Fund during one calendar year shall not exceed 20% of the unencumbered principal of the International Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the unencumbered principal of the International Fund, with the loaned funds considered part of the Fund.
7. This attachment has been approved by the Board of Governors of the Society on the 16th day of July 2004, and by the Board of Trustees of the Foundation on the 13th day of November 2004.

NATIONAL SPELEOLOGICAL SOCIETY, INC.
By: /s/ Scott Fee
Scott Fee, President
NATIONAL SPELEOLOGICAL FOUNDATION, INC.
By: /s/ Roger McClure.
Roger McClure, President

ATTACHMENT J

ENDOWMENT FUND FOR SPECIAL FEATURES IN NSS PERIODICALS

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Endowment Fund For Special Features in NSS Periodicals.

2. The purpose of the Endowment Fund For Special Features in NSS Periodicals is to cover the cost of special features in any NSS periodical.

3. 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.

4. Each fiscal year an amount equal to 5.5% of the total fund value shall be available for payment to the Society. The Foundation Annual Report, as described in paragraph 9 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.

5. This attachment has been approved by the Board of Governors of the Society on the *4th* day of *November, 2000* and by the Board of Trustees of the Foundation on the *6th* day of *April, 2013*.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

Date: APRIL 6, 2013 By: _____
Wm Shrewsbury, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

Date: APRIL 6, 2013 By: _____
Roger McClure, President

SARA CORRIE MEMORIAL TRUST FUND (Attachment K to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Sara Corrie Memorial Fund.

2. The purpose of the Sara Corrie Memorial Fund is to provide income to the Society for grants to fund group cave exploration in the United States.

3. Each fiscal year an amount equal to 5.5% of the total fund value shall be available for payment to the Society. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notification shall be retained in the fund.

4. This attachment has been approved by the Board of Governors of the Society on the 27th day of July, 2001, and by the Board of Trustees of the Foundation on the 27th day of October, 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
Mike Hood, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Roger McClure, President

NSS MERLE AND BILL STEPHENSON 50TH ANNIVERSARY TRUST FUND (Attachment L to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the individual Fund known as the Merle and Bill Stephenson 50th Anniversary Fund. Donations were solicited only until December 31, 1986.

2. The purpose of the Stephenson Fund shall be as determined by a two-thirds vote of the NSS Board of Governors at its Annual Meeting in the year 2035.

3. The principal of the Stephenson Fund will be invested to maximize its return until 2035. All net income and capital gains distributions will be reinvested in the Fund until that date.

4. This attachment to the NSS Trust Funds Contract has been approved by the Board of Governors of the Society on the 22nd day of March, 1997, and by the Board of Trustees of the Foundation on the 23rd day of March, 1997.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
David Luckins, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Albert C. Mueller, Jr., President

NSS HOLDING FUND (Attachment M to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Holding Fund.

2. The purpose of the Holding Fund is to allow the Society to invest those funds it does not require in the near term at a higher rate of return than that generally available from commercial banks and savings and loan institutions. Such investment shall seek a high rate of return consistent with the goal of preservation of the principal. The Foundation shall reinvest the net income and capital gains distributions from the Holding Fund in the Holding Fund.

3. Within 30 days of the receipt of written notice from the Society's Secretary-Treasurer, the principal and net income of the Holding Fund, or any part thereof designated by the Society's Secretary-Treasurer, shall be returned to the Society subject to the limitation that no more than $25,000 is required to be returned in any rolling 180 day period.

4. The Foundation, upon passage of a suitable resolution by a two-thirds favorable vote of the Board of Governors of the Society, shall transfer any part, or all, of the Holding Fund to another of the Individual Funds held by the Foundation on behalf of the Society as part of the NSS Trust Funds.

5. The Foundation may make loans to the Society from the Holding Fund on passage of a resolution requesting such a loan by a two-thirds vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the Holding Fund during one calendar year shall not exceed 25% of the Holding Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the Holding Fund, with the loaned funds considered part of the Fund.

6. Upon request from the Society's Secretary-Treasurer the Foundation shall report the most recent statement of principal, net income and capital gains distributions earned from the Holding Fund.

7. This attachment has been approved by the Board of Governors of the Society on the 22nd day of March, 1997, and by the Board of Trustees of the Foundation on the 23rd day of March, 1997.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: _____
David Luckins, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: _____
Albert C. Mueller, Jr., President

ATTACHMENT Q

LITIGATION TO PROTECT CAVES FUND

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the Contract) describes the purposes and conditions of the Individual Fund known as the Litigation to Protect Caves Fund.

2. The purpose of the Litigation to Protect Caves Fund is to pay for litigation necessary to protect caves and their natural contents, initiated by the Society or by cooperating individuals. The principal, or any part thereof, of the Litigation to Protect Caves Fund shall be returned to the Society to be used for these purposes upon passage of a suitable resolution by majority vote of the Board of Governors of the Society.

3. The principal of the Litigation to Protect Caves Fund is to be used to pay the cost of said litigations and the administrative costs of the program. The Foundation will reinvest the net income and capital gains distributions from the Litigation to Protect Caves Fund in the Fund.

4. The Foundation may make loans to the Society from the Litigation to Protect Caves Fund on passage of a resolution requesting such a loan by a 2/3 vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the Litigation to Protect Caves Fund during one calendar year shall not exceed 20% of the Litigation to Protect Caves Fund and the total of all such loans outstanding at one time shall never exceed 50% of the Litigation to Protect Caves Fund with the loaned funds considered part of the Fund.

5. The Board of Governors of the Society approved this attachment on the 27th day of July 2001, and the Foundation's Board of Trustees approved this attachment on 5th day of April 2001.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: /s/ was this signed

President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: /s/

President

NSS International Cave Exploration Fund (Attachment R to the Contract)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the International Cave Exploration Fund

2. The purpose of the Fund is to provide grants by the Society to cavers to fund international exploration trips including Joe Ivy Grants.

3. The Foundation shall reinvest the net income and capital gains distributions from the International Cave Exploration Fund in the International Cave Exploration Fund unless it is transferred to the Society as described in this attachment.

4. Each fiscal year an amount equal to 5.5% of the total Fund shall be available for payment to the Society for grants. The Foundation Annual Report, as described in paragraph 7 of the contract, shall specify the funds available. The Foundation shall transfer available funds to the Society upon request for reimbursement from the Secretary-Treasurer. Any funds not requested by the close of the second fiscal year following notifition shall be retained in the fund.

5. By two-thirds vote, the Society's Board of Governors may require the return to the Society of any or all of the Fund that has not previously been distributed to the Society.

6. This attachment has been approved by the Board of Governors of the Society on the 15 th day of MARCH, 2003, and by the Board of Trustees of the Foundation on the 8 th day of AUGUST, 2003.

NATIONAL SPELEOLOGICAL SOCIETY, INC.

By: Scott Fee
Scott Fee, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.

By: Roger E. McClure
Roger E. McClure, President

ATTACHMENT S
NSS RESCUE TRAINING FUND

WHEREAS the National Speleological Society, Inc. (the "Society") and the National Speleological Foundation, Inc. (the "Foundation") approved a Trust Funds Contract on July 27, 2001 and October 27, 2001, respectively, which provides for Individual Funds and Attachments,

NOW THEREFORE the Society and the Foundation agree to this Attachment to the Trust Funds Contract effective March 31, 2018, as follows:

1. This Attachment describes the Individual Fund known as the NSS Rescue Training Fund (the "Fund"). The purpose of the Fund is to reimburse the Society for expenses related to training cave rescuers, which is within each party's tax-exempt purposes.

2. The Foundation may invest the assets of the Fund in its discretion, and all earnings (including income, dividends, capital gains, etc.) shall accrue to the principal of the Fund

3. Each fiscal year, an amount equal to 5% of the principal of the Fund at the beginning of the current fiscal year shall be available for reimbursement to the Society. In addition, any available but unused funds from the previous fiscal year ("Lookback Funds") may be used for reimbursement in the current fiscal year, but Lookback Funds expire at the close of the current fiscal year.

4. Upon request of the Secretary-Treasurer of the Society or his or her designee, the Foundation shall reimburse the Society for expenses meeting the purpose of the Fund, but reimbursements in any fiscal year shall not exceed the amount of available funds from the current fiscal year plus any Lookback Funds available for that year. Reimbursements shall be drawn from any available Lookback Funds before being drawn from the current fiscal year's available funds.

5. Upon a 2/3 majority vote of the Society's Board of Governors, the Foundation shall return to the Society all or any part of the principal of the Fund for use for any common tax-exempt purpose of the Society and the Foundation.

6. The signatures below indicate that this Attachment has been approved by identical resolutions of the Board of Governors of the Society and the Trustees of the Foundation.

National Speleological Society, Inc.

By: _____
Geary Schindel, President

Date: 3/12/18

National Speleological Foundation, Inc.

By: _____
Theodore Kayes, President

Date: 10 MARCH 2018

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

Top of Acts

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 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 IO 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 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 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 shall consist of at least ten members of the NSS.

G. Membership in regions 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 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 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 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 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 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 E
Refer to Act 26-118
June 14, 1963

Top of Acts

FINAL REPORT ON McFails CAVE, NEW YORK

In accordance with the NSS Board of Governors request, a committee of members studied the legal, physical and liability problems of the Society ownership of McFails Cave and present the following recommendations for this specific cave. Because the legal conditions might vary in other sections of the country and in other states, it is recommended that individual studies be made of any other sites for purchase.

Legal Opinion

Mr. James Gage of Esperance, New York, submitted the enclosed opinion on the posting of the property, recording of the locations on a surface map, and the filing of the map with the main office of the Society. This has been done and this report will be placed in the minutes of the Society in compliance with his recommendations. In essence, it is his recommendation that we, the Society, consider any non-members who enter the cave without permission as trespassers and we therefore assume no liability for their actions.

Physical Conditions at the Cave Site

McFails Cave has at least two entrances (see attached map) within the property now in possession of the Society. The entrance now used, Ack's Shack (named after Ernest Ackerly, early member of the Society), is essentially a narrow crevice about ninety feet deep. It is possible, but dangerous, to attempt entrance without a rope or ladder. The main barrier is the one-hundred-foot belly crawl at the bottom which leads to a low, partially filled stream passage. Further natural obstacles near the entrance of the cave are a key hole crawl and, about 1,300 feet from the entrance, a near siphon which necessitates total submergence in order to continue. The water temperature at that latitude remains 45 to 49 degrees Fahrenheit and so there is serious danger of loss of body heat. Beyond these initial barriers, the cave enlarges to a narrow, sinuous walking passageway (floored with ankle deep water) for several thousand feet more. A series of breakdown rooms connected by low, broad, three-foot-deep pools necessitates further submersion before reaching the main trunk channel of the cave. The entire length of the cave passage exceeds five miles, but only about two thousand feet lie under lands for which the Society has cave rights.

You can see from the description above that this is neither a novice cave nor one that should be entered without adequate preparation. It is recommended that a suggested list of equipment and procedure be established by the custodial group who will inform the requesting members what to expect and be sure that they understand the problems involved.

Custodians

In order to provide continuing chain of control, it is recommended that the NORTHERN REGIONAL ORGANIZATION (NRO) appoint a committee consisting of at least one member from each of the regional grottos to act as custodians in granting permission to members of the Society who wish to see the cave. This group cannot be expected to deal with any but members of the Society. Any non-NSS groups will have to apply to the Board of Governors for permission to enter.

Liability

It is the opinion of the chairman of this committee that the Society not buy liability insurance for this specific cave. Investigation has shown that there is no precedent to govern the rate structure of such a policy, no experience to establish the element of risk. A policy tied to this specific cave would be providing a basis of rate establishment and a pattern for future property acquisitions. It is recommended, however, that the Society consider obtaining a blanket liability policy to cover all Society activities and national field trips. We have never had any insurance at any of our Conventions, board meetings, or regional outings. This could be fashioned after the Nature Conservancy policy which includes the properties and leases held by this organization all over the country. Such a blanket policy is merely an assurance of legal representation. Since we never have had the question come up regarding a suit of negligence in any of our hundred convention field trips, we have never experienced the expense of defending a suit.

Public Relations

It is regrettable that the posting of the McFails Cave Property has to be such a negative manner. The emphatic wording of the signs will not endear us to other local cave owners. If we are so demonstrative, why shouldn't they be also? This aspect has disturbed the committee; and until the chairman actually took a trip through the cave, there was the feeling that we should attempt to soften the impact of the sign. It is now recommended that the posting be left as it is. This is not a cave to be treated carelessly by in-experienced and ill-equipped people. We consider ourselves (members of the Society) knowledgeable as to the degree of difficulty of the cave and we are aware of the need for protection of the cave as well as the safety of the visitor.

Russell H. Gurnee
Chairman

APPENDIX F
Amended December, 2004

Top of Acts

POLICY STATEMENTS FOR THE USE OF SOCIETY CAVES

This appendix originally contained the management plans for NSS Nature Preserves purchased prior to 1993. Since that time the number of Nature Preserves has increased significantly and the management plans have become more complex. The plans are reviewed and updated as necessary. The current plan for each NSS nature Preserve can be found at www.caves.org/preserves/ .

Cross References

Section 26 - all Acts
Appendix L
Appendix Z

APPENDIX G
Refer to Acts 26-515 and 86-159

Top of Acts

CAVE EXPLORING BY SCOUT AND EXPLORER GROUPS

A. GENERAL POLICY

1. Cave exploring can be a hazardous activity when the proper equipment, skills, and judgment are not used. Trips that are led by adults inexperienced in cave exploring and trips containing large numbers of persons compound the hazards already inherent in the activity and create a potentially dangerous situation.

2. All cave exploring, other than simple novice activities should be limited, as is the case with mountaineering and scuba diving, to high-school-age youth 14 years of age and older--Explorer Posts and older Scouts in troops.

3. Explorer posts and other groups which include cave visits in their program, whether for one trip or many, must be under the leadership of a responsible, mature adult who is constantly present with the group. The leader must be highly qualified through both training and experience in cave exploring and must be thoroughly versed in all established safety practices, conservation measures, and courtesy to cave owners.

4. In conformity with the BSA policy on the use of wilderness areas, all caving groups should be limited to 8 to 10 persons including at least one adult leader. Mass-type caving activities should not be conducted. Each group should be organized to function independently, i.e., plan own trips on different dates, provide its own transportation and food, and function as a separate and distinct group. The only exception to these rules should be certain commercial caves where special provisions are made to furnish proper supervision by professional guides.

NOTE: Caving trips have been incorporated in the BSA ``Policy on Use of Wilderness Areas by Personnel of the BSA" with a cross reference to these guidelines. Copies of the wilderness area policy statement are available from High Adventure Programs, Boy Scouts of America, 1325 Walnut Hill Lane, Irving, TX 75062-1296.

5. Any Explorer post wishing to learn about cave rescue work or pursue that activity as a specialty must do so under the sponsorship and supervision of an adult cave rescue group which is affiliated with the National Speleological Society.

6. All Scout groups are required to have an approved tour permit for trips of all kinds. Caving activities are included under that plan. National tour permits are required for a trip of 250 miles or more; local permits are issued to cover shorter trips.

7. Both the leader and the individual members of the group must understand these basic practices and policies of caving which are approved by the Boy Scouts of America and the National

Speleological Society. In addition to understanding these tenets, every participant in a caving trip must agree, without reservation, to follow all of the specific guidelines contained in the remainder of this statement.

B. CAVING SAFETY

1. The leader of any cave trip must be fully qualified to handle all problems that may arise and should have had experience as an active participant in a competent cave exploring group. He must realistically evaluate his own knowledge and experience and must never attempt to lead his group into a situation which is beyond his capability or the capability of any member of the group. *The overall capability and pace of a cave exploring group is always that of the least able member of that group,* and no member of the group should ever be encouraged or permitted to attempt a potentially dangerous act that is beyond his ability solely because the remainder of the group has the necessary ability.

The leader must thoroughly comprehend that overwhelming difficulties may easily result from the problems of fatigue, improper or faulty equipment, emotional problems, physical limitations, or excessive eagerness or exuberance in members of the group. Additionally, he must realize that all of these individual problems are often interrelated and that the occurrence of any one of them can easily create a situation that will lead to or accentuate any or all of the others. He must constantly remember that any obstacle overcome on the way into the cave will also have to be overcome on the way out when the group is tired; when the initial enthusiasm of some of the group may have decreased; and when his alertness and physical abilities, as well as these of his group, are at the lowest. He must have adequate first aid training and ability, a comprehensive knowledge of the practices to follow in the event of an accident, and he must keep his group together at all times.

2. All basic equipment such as clothing, shoes, lights, and spare parts for the lights, hard hats, and food should be appropriate to the cave being explored. The equipment and spares must never be makeshift or of questionable dependability. The highest standards developed by experienced cave explorers are to be met in all categories of equipment, and the use and repair of each item must be understood and demonstrated by all of the party before entering the cave. Under no conditions should any member of the group be permitted to enter the cave if he does not have all of the required equipment in his possession. The sharing of any equipment, such as lights, between individuals must be prohibited.

Except for groups composed entirely of experienced cavers, the cave to be explored must not require the use of ropes, ladders, or other climbing devices. The safe use of these aids requires extensive initial training and practice under controlled conditions above ground, never in a cave. It is the responsibility of the leader to insure that all equipment is adequate and in good condition.

3. Natural and fabricated hazards such as mud slopes, loose rocks, pits, deep water, complex routes, old ropes, wooden ladders, and the possibility of flooding are all dangers to some degree and must be approached with care and judgment. If it appears that an accident may still occur in spite of preventive measures, that area must be avoided entirely.

4. The strength, endurance, and specific abilities of every member of the group must be evaluated in advance and nothing attempted that exceeds anyone's limitations. Climbing, crawling, and route finding are not necessarily inborn activities and should be taught and tested before a cave trip is undertaken.

5. Not only the leader, but every person on a cave trip, should be aware of the necessity of constantly observing the whereabouts and potential problems of other members of the group and of providing any assistance necessary. Running, jumping, horseplay, and solo exploration must be prohibited--such foolhardy actions jeopardize not only the individual but also the entire group.

6. Caves are often cold and damp, and hypothermia is a danger, especially on long trips or trips requiring wading or crawling in water. Try to dress for conditions to be met, stay as dry as possible, and leave the cave immediately if any member of the group shows signs of hypothermia such as uncontrollable shivering, slurred speech, or loss of coordination.

7. Specific information about the caving trip must be left with a responsible person back home at time of departure. This should include location and length of time of trip, expected time of return, list of participants, and whom to contact in case of emergency.

8. A record of every cave trip will provide valuable assistance to new leaders and cavers alike. Full records of all caving accidents will provide the basis for a guide to the development of a save caving program. A complete report of any accident, regardless of severity, should be sent to the Safety Committee of the National Speleological Society, Cave Avenue Huntsville, AL 35810. Serious accidents should also be reported to the manager of the Health and Safety Service of the Boy Scouts of America.

C. CAVE CONSERVATION

In spite of the fact that most cave features are made of rock, many of them are, in reality, fragile. Once they are gone or damaged they can never be recovered, nor can they be replaced with anything else. Every cave and its contents requires tens and hundreds of thousands of years to form, and it can all be disfigured or completely destroyed by one moment of carelessness. Carelessness is regrettable and must be guarded against at all times. Deliberate vandalism, on the other hand, is more than regrettable; it is literally a criminal act and must be forbidden. Every caver has an obligation to do his utmost to protect every cave he visits.

The necessary degree of protection is relatively easy to obtain, however, if everyone in the group agrees to adhere to the guidelines contained in the policy on the use of wilderness area adopted by the Boy Scouts of America (See note under A 4 on page 1 of this statement). Many of the specific points contained in that wilderness policy are directly applicable to caving and, besides providing protection for the cave and its contents, adherence to these guidelines will result in a safer, more enjoyable, and more easily managed trip. Every caver should adopt an attitude similar to that of an Indian scout passing through the wilderness. He should leave absolutely no trace of his visit behind when he leaves the cave. This means that he must leave every natural thing in the cave exactly as it was before he entered; it means removing everything that he brought into the cave; and it means staying on the established trails through a passageway to avoid increasing the number of disfiguring paths. Keep the following points in mind:

1. Cave formations and minerals of any kind must never be removed from the cave for any purpose. Caving trips should never include cave mineral or formation collections. They should rather substitute underground photography or art work for displays and science fair projects. Any delicate, small, or purely colored formations must not even be touched. Both mud and the substances on a person's skin will permanently discolor formations. Some cave formations grow by means of

complex chemical processes and, in addition to the discoloration, any deposit left on these formations from the contact can interfere with future growth. Some formations are extremely fragile and will require the caver to exercise great care in order to avoid damaging them. If it is impossible to pass by these formations without causing damage, then the group must ignore any part of the cave beyond that point. Damaging formations to gain access to additional areas of the cave is not an acceptable practice.

2. Bats and all other forms of cave life must never be disturbed nor removed from the cave for any purpose. Many species of cave life are rare and have been brought to the verge of extinction by collectors and vandals. During the winter months, hibernating bats should be left strictly alone. Awakened too often, they will use up their winter's store of fuel and die of starvation before summer. Most bats are extremely beneficial as insect eaters and should never be harmed. Some caves have been designated as special bat habitats and are closed for exploration for all or a part of each year.

3. If the explorer should be fortunate enough to find animal bones or Indian artifacts in a newly explored passage, he should be careful to avoid touching or disturbing them in any way. His best course is to take pictures of them, if possible, and immediately report his findings to competent authorities such as the local natural history museum or the nearest chapter of the National Speleological Society. Many old bones and artifacts that have been lying in caves for extended periods of time will crumble when touched; if they are ever to be removed, it must be by special methods.

4. The explorer must never write, mark, or paint on the walls, ceilings, rocks, or formations of a cave. Some caves have had registers installed by caving groups and visiting cavers are invited to sign them to record their trip. Occasionally it may be necessary to mark a confusing junction so that the correct passage may be found on the way out of the cave. For this purpose explorers should carry small slips of paper with arrows drawn on them or, a better choice, small strips of reflective tape cut into the shape of an arrow. In either case, the markers are placed in suitable locations as the group enters the cave. They must be collected on the way out. Experienced cavers always follow the rule that arrows placed in a cave, without exception, always point to the exit, never in any other direction.

The use of string to mark passages is not practical. In a small cave the marking of passageways is seldom necessary. A large cave would require a considerable amount of string and it isn't always possible to collect all of it on the way out, resulting in litter.

5. Personal sanitation requirements should be met before entering the cave.

6. Spent carbide should be removed in suitable containers, never dumped in the cave. Once removed from the cave, it should be deposited in roadside trash cans or similar locations, never dumped on the ground. Spent carbide is toxic and will cause sickness and death when eaten by animals. Farm livestock in particular is often harmed this way. An inexpensive plastic bag is ideal for carrying carbide waste safely and easily. Spent carbide still emits a certain amount of acetylene gas and severe burns can result from accidental ignition. Some explorers prefer to use spare bottoms filled with fresh carbide for their carbide lamps, removing and capping the spent one and installing a fresh one as necessary.

7. Each caver should demonstrate his interest in caves and his appreciation for them by participating in, or organizing, an occasional cave cleanup. The object is to remove trash and carbide dumps left by thoughtless visitors, and to remove writing on walls through the use of water and stiff-

bristled brushes. This makes an excellent group project and teaches the conservation of and the respect for the natural environment of caves.

D. COURTESY TO CAVE OWNERS

All too often cavers forget that caves belong to the owner of the land above them, and that they must depend upon the goodwill of the owner, who is usually disinterested in their activities. Cavers usually have nothing to offer the cave owner in return for his hospitality and, in fact, quite often represent a problem for him should an accident happen. In recent years caving has increased tremendously. Owners of popular caves are besieged every weekend by cavers seeking entrance, and the result has been that many cave owners are becoming alienated. The owner of the land on which the entrance is located may exclude everyone from the cave if he wishes, and the rudeness and thoughtlessness of some cavers has caused the owners of some popular caves to do just this. The following points are important and should be understood by all cavers:

1. Every group planning to visit a cave must obtain the permission of the owner before entering the land. The best plan is for one or two of the leaders to visit the owner several days before the trip to obtain this permission, or he may be contacted by letter or telephone. Some owners are reluctant, however, to give permission in writing by answering a letter so this method may result in disappointment unless the group has had previous contact with the owner. If the group is certain that permission will be granted, it is satisfactory to ask as they arrive for the trip. In this case one or two members of the group should seek out the owner while the rest of the members wait. Do not assume that permission is automatic and begin unloading equipment and changing clothes during the waiting period. Always wait for the owner to give his approval. If you find that the owner cannot be located and you do not have prior permission for this specific trip, then you must go elsewhere.

2. When planning cave trips, do not continually go back to the same well-known caves. Heavy traffic causes damage to caves and puts a strain on cave owner relations (commercial caves excepted).

3. After permission has been obtained, you must usually cross the owner's land to reach the cave. Remember that a farmer's income depends on his crops and livestock. Don't climb fences that may break under your weight. Always leave gates exactly as you find them, either open or closed. If the entrance to the cave is covered with boards or brush, make certain that it is replaced, even while the group is in the cave.

4. Do not tease or chase livestock. Special care should be taken not to startle flocks of poultry. They sometimes run to one end of their enclosure and some of them may be killed or injured.

5. Be conscious of any action that will disturb or inconvenience the owner. Keep noise to a minimum, especially late at night. Pick up all trash, even that left by previous visitors. Don't build a fire, You should never camp on the owner's land unless he extends the invitation. Don't even ask. After you leave, there should be no sign of your visit remaining on the premises.

6. Ask where it will be convenient to park your cars. Do not block lanes and driveways.

7. If it's not late at night, stop on the way out and tell him that you are leaving. If it is late, leave a note. Remember that the owner's schedule, particularly if he is a farmer, may not be the same as yours. If his home is dark, regardless of the hour, don't disturb him. In either case, thank him at the

time of leaving. Sending a follow-up letter including, if possible, pictures taken in the cave, is also a good idea.

8. When obtaining permission to enter the cave, never underestimate the length of time to be spent in the cave. If you specify an exit time to the owner, never fail to leave the cave within that time. Longer trips can be planned for the future. Missing an exit time causes unnecessary concern to the owner and, in extreme cases, needless efforts by law enforcement agencies and rescue teams.

These rules boil down to a simple statement: Use common sense and treat the owner as you would like to be treated. If caving is to continue in this country, each caver must do all he can to make himself welcome at each cave he visits.

Those seriously interested in caves are invited to affiliate with a local chapter (referred to as a grotto) of the National Speleological Society (NSS). Information about the NSS and a list of all local grottos is available at http://caves.org/ or by mail from the National Speleological Society, 2813 Cave Avenue, Huntsville, AL 35810-4431.

APPENDIX H
December 28, 1960
Refer to Act 50-102

Top of Acts

POLICY FOR CAVE CONSERVATION

The National Speleological Society believes: That caves have unique scientific, recreational, and scenic values; That these values are endangered by both carelessness and intentional vandalism; That these values, once gone, cannot be recovered; and That the responsibility for protecting caves must be assumed by those who study and enjoy them.

Accordingly, the intention of the Society is to work for the preservation of caves with a realistic policy supported by effective programs for: the encouragement of self-discipline among cavers; education and research concerning the causes and prevention of cave damage; and special projects, including cooperation with other groups similarly dedicated to the conservation of natural areas.

Specifically: All contents of a cave--formations, life, and loose deposits--are significant for its enjoyment and interpretation. Therefore, caving parties should leave a cave as they find it. They should provide means for the removal of waste; limit marking to a few small and removable signs as are needed for surveys; and, especially, exercise extreme care not to accidently break or soil formations, disturb life forms, or unnecessarily increase the number of disfiguring paths through an area.

Scientific collection is professional, selective, and minimal. The collecting of mineral or biological material for display purposes, including previously broken or dead specimens, is never justified as it encourages others to collect and destroys the interest of the cave.

The Society encourages projects such as: establishing cave preserves; placing entrance gates where appropriate; opposing the sale of speleothems, supporting effective protective measures; cleaning and restoring over-used caves; cooperating with private cave owners by providing knowledge about their cave and assisting them in protecting their cave and property from damage during cave visits; and encouraging commercial cave owners to make use of their opportunity to aid the public in understanding caves and the importance of their conservation.

Where there is reason to believe that publication of cave locations will lead to vandalism before adequate protection can be established, the Society will oppose publication.

It is the duty of every Society member to take personal responsibility for spreading a consciousness of the cave conservation problem to each potential user of caves. Without this, the beauty and value of our caves will not long remain with us.

APPENDIX I
October 29, 1983
Amended 04-04-09:12, 08-07-06:17, 07-16-04, 10-18-03
(Refer to Act 19-431)

Top of Acts

INTERNATIONAL COOPERATION FUND POLICY

The International Cooperation Fund

The surplus from the Eighth International Congress of Speleology, and additions to that, hereafter called the International Cooperation Fund, will be used to (1) Establish a program of grants to support international speleological partnerships and (2) to support International Speleological Participation, according to the following policies, and within the terms of the agreement between the National Speleological Society and the National Speleological Foundation for the management of the International Cooperation Fund. The principal of the fund shall be held and invested by the National Speleological Foundation. Annually, the NSS may withdraw up to 5.5% of the value of the fund for the grants described below. Principal may be used to support NSS sponsorship of International meetings and the bidding process for such meetings.

Grants to Support International Speleological Partnerships

Grants will be made to support International Speleological Partnerships to encourage speleological research that involves cooperative international endeavor. The grants will be administered by the International Secretary. It is the responsibility of the International Secretary to announce the availability of the grants (available only to National Speleological Society Members), to develop application procedures which include a written application form, and to announce grant recipients and projects in the NSS News. Review of written applications shall be made by the International Secretary in conjunction with the President of the National Speleological Society.

Grant recipients shall agree to write a report giving results of the research in publications of the National Speleological Society and/or the International Union of Speleology, with copies to the NSS Library.

The selection criteria for the International Speleological Partnerships grants will include:

1. Joint Planning - the degree to which the project would be jointly planned and implemented by American and foreign speleologists.
2. Mutual Benefits - the ways in which the project would benefit simultaneously American and foreign speleology through expansion of future research opportunities and publications.
3. Continued Support - the probability of continued support for the project from both American and foreign sources.
4. Durable Linkages - the potential for creating durable linkages for speleological research between the Partnership participants.

5. Speleological Merit - the speleological merits of the project will be used in judging the application.

A report on the results of the research must be published in an NSS and/or an International Congress publication, and copies deposited with the NSS Library.

Applicants must be members of the National Speleological Society.

Announcement of the availability and amount of the grant, application procedures, deadlines, reviewing of grant applications, and the announcement of grant recipients and projects in the NSS NEWS will be the responsibility of the International Secretary.

Grants to Support International Speleological Participation

Grants will be made in support of international speleological participation, administered by the International Secretary. It is the responsibility of the International Secretary to announce the availability of the grants, to develop application procedures which include a written application form, and to announce grant recipients in the NSS News. Review of written applications shall be made by the International Secretary and the President of the National Speleological Society.

Grant recipients shall agree to write a report of their activities under the grant for publication in the NSS News.

The selection criteria for the International Speleological Participation grants will include:

1. Mutual Benefits - the degree to which the project would be beneficial to both the NSS and foreign speleology.
2. Durable Linkages - the potential creation of durable linkages for the exchange of speleological information and techniques between the NSS and speleology in the participant's country.
3. Speleological Merit - The speleological merit and value of the foreign participation will be evaluated.

A report on the results of the International participation must be published in an NSS and/or International Congress publication and copies deposited with the NSS Library.

Announcement of the availability of grants will be made in the NSS NEWS and will be the responsibility of the International Secretary.

APPENDIX J

Top of Acts

Amended 11-9-13:21, 7-18-11:17, 3-17-07:24d+f, 3-25-06:23b, 7-12-99
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--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 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. Refer to Acts 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.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 committees will usually be included in the appropriate 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 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

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 Officers, Committee 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 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 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

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

B. The President 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 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 officers and committees shall be included as attachments to the minutes.

Top of Acts

APPENDIX K
NSS LENDING LIBRARY - POLICIES AND PROCEDURES
(Refer to Act 68-440)

1. A database will be established on the computer to track expenses and the number of publications lent on a monthly and year-to-date basis.

2. The librarian will provide an up to date list of all books available for loan and will update the list as necessary.

3. Books will be lent for one month with a one week grace period.

4. Shipping and handling cost shall be included in the lending fee.

5. Publications will be lent only to current NSS members.

6. The borrower will pay for damages which will be deducted from the deposit.

7. Time, materials, and costs will be tracked for one year.

8. The initial policies will be evaluated by the office manager quarterly. He will report to the BOG after one year of operation.

9. Books will not be insured when sent.

10. Return postage will be the responsibility of the borrower

11. Inter-library loans will be considered on a case by case basis.

Top of Acts

APPENDIX L
June 28, 1985
Amended 12-04-21:22, 03-20-04:30, 08-04-03, 03-21-98, 06-23-97, 03-22-97
(Refer to Act 26-585)

CAVE and KARST ACQUISITION and GRANT POLICY

The NSS Board of Governors (BOG) must carefully evaluate the potential acquisition of caves and significant karst features when acquisition proposals are presented that support the mission of the Society. A cave purchase is a significant commitment of resources, which makes a very visible statement about the Society's values and the significance of the cave properties we acquire. The NSS can also award grants and/or provide support to cave conservancies to assist in their efforts to protect caves and karst resources. This appendix addresses several areas related to cave and karst acquisition as well as grants for the purchase of cave and significant karst features.

Cave Acquisition Overview
Each cave and karst acquisition must be planned to ensure the property's important conservation values are identified and protected through the guarantee of perpetual management. The NSS must also evaluate how the benefits of every cave and karst acquisition are consistent with supporting its mission. The NSS must examine the project for risks to important conservation values and evaluate whether it can reduce or manage the risks, with modification or rejection of an acquisition if the risks outweigh the benefits.
The NSS must determine the immediate and long term financial and management implications of each land transaction as well as the initial and long-term stewardship expenses of each transaction. A property management summary and plan to secure the funds needed for current and estimated future expenses must also be developed during the acquisition process.

Preservation Methods
The NSS utilizes a variety of cave and karst preservation methods including donation, life estate, bequeath, purchase, or a Memorandum of Understanding. Beyond these standard acquisition applications, the BOG may assess and utilize other acquisition methods that fit within the standards and guidelines set forth by the NSS and comply with any IRS designation or codes. The most appropriate method(s) must be used for each property and the NSS must work with the landowner to evaluate and select the best conservation approach to protect the property's conservation values over time. This evaluation includes informing the landowner of appropriate conservation tools and partnership opportunities, even those that may not involve the NSS.

NSS Criteria for Cave Ownership
The NSS must only consider acquiring caves, or supporting cave acquisitions, that meet the purposes of the Society: to promote interest in and to advance in any way the study and science of speleology, the protection of caves and their natural contents, and to promote fellowship among those interested therein. Acquisitions should have one or more significant attributes, such as national significance, and/or biological, geological, hydrological, paleontological, archaeological, or historical resources. The protection of ecosystems in karst environments is also important.

Conservation Approaches

The two primary conservation approaches for the NSS are to own land containing caves and karst features (Fee Simple) or a Memorandum of Understanding (MOU).

Fee Simple Property
When the NSS holds title to a conservation property, it is called fee simple. The property can be acquired through donation, purchase, wills, or life estate, or a combination of these methods. The requirements for accepting donated property do not need to be as stringent as those to assess purchases. The NSS must manage fee simple and donated property consistently with the preserve management plan and preserve committee standards.

Memorandum of Understanding (MOU)
A Memorandum of Understanding (MOU) must be tailored for the property to identify the important conservation values protected and mutual benefit served between the NSS and the landowner. The MOU must only allow permitted uses and/ or reserved rights that do not significantly impair important conservation values; and only contain agreements that the NSS is capable of monitoring and enforcing.

Partnerships
The NSS must evaluate whether it has the skills and resources to protect the important conservation features of the property effectively, or whether it should refer the project to, or engage in a partnership with another qualified conservation organization. If engaging in a partnership for a joint acquisition or long-term stewardship project, agreements must be documented to clarify the goals of the project, roles and responsibilities of each party, as well as legal and financial arrangements.

Sale of Conservation Land
If the NSS intends to sell conservation land (land identified for preservation), it must first document the important conservation values, plan the project according to this policy, and draft protection agreements as appropriate to the property. The NSS must obtain a qualified independent appraisal and market the property, then select buyers in a manner that avoids any appearance of impropriety and, in the case of selling to someone with an actual, potential, or perceived conflict of interest. A deed restriction and/or protection agreement may be put in place to assure conservation values are not lost.

Acquisition Procedures
All cave and karst acquisitions, including MOUs, are approved by the Board of Governors (BOG) prior to their completion. The NSS has an extensive set of project selection criteria identified in the *Acquisition Questionnaire. Each potential project must be evaluated against these criteria and documented so that the potential acquisition is described to include positive and negative aspects of the property, management requirements, and potential issues. The acquisition Is also scored for conservation, recreation, and research value. The NSS must also evaluate the benefit of the transaction, provide a property management summary, an estimate of costs associated with the acquisition, including preserve management fees, and a Preserve Management Plan per Act 26-437.

Initial Review
Upon receipt of notification of a donor or seller's possible intent to convey a cave or karst feature to the NSS, the NSS AVP must authorize the Preserves Committee to conduct an initial evaluation of the property. This documentation is completed with the *Acquisition Questionnaire and must be reviewed by the Preserves Committee, the NSS AVP, and NSS General Counsel to decide what the next step should be, including: preliminary recommendation to the Board of Directors; gathering additional information on the

acquisition before granting or denying a preliminary recommendation; or removing the project from consideration. The NSS may refer the proponents of the acquisition to members of the Preserves Committee, the NSS, or a state or regional cave conservancy, if one exists, for consideration of the proposal.
The NSS is at this time under no obligation to accept or perform any land transaction and the BOG reserves the right of approval until all documents have been submitted and approved.

Formal Acceptance of Fee Simple Lands and MOUs
Upon a recommendation by the Preserve Committee to acquire a fee simple property or a MOU, the acquisition must be presented in the form of a completed Acquisition Summary. The summary must include a description of the property, its conservation values, and anticipated costs. The purchase proposal must be initially presented to the NSS AVP and General Counsel, then formally presented to the BOG for approval, who must decide whether the acquisition is in the best interests of the Society.
If there are any questions or changes in the terms or conditions of the project after the BOG approval and prior to closing, the project must be resubmitted to the Preserves Committee for recommendation and follow-up, then again to the NSS Executive Committee for final approval.

Finalizing the Transaction
When all parties have agreed to the terms and wording of the acquisition, the parties must sign the necessary legal documents as determined and prepared by the NSS General Counsel. All documents must be filed at the NSS Office with an electronic copy stored electronically by the preserves committee.

Legal Considerations
The NSS must consult legal counsel regarding every cave acquisition in a manner appropriate to the complexity of the transaction. The NSS may consult with any persons possessing expertise useful to the NSS with respect to the transaction. The NSS must refrain from giving specific financial and tax advice to the landowner. It is the landowner's responsibility to review the legal and financial implications of donating land or developing an MOU.

Environmental Due Diligence for Hazardous Materials
The NSS must take steps, as appropriate to the project, to identify and document whether there are hazardous or toxic materials on or near the property that could create future liabilities for the NSS.

Donation Appraisals
For donation of land where the landowner is taking a charitable deduction, the NSS must review the landowner's appraisal prior to signing IRS Form 8283. Items to review include, but are not limited to, description of the property including location and physical condition, actual or anticipated date of gift, date of property appraisal (no earlier than 60 days than date of gift), appraised value of property on date of gift, description of valuation used, basis for valuation, name, address, and qualifications of appraiser, description of fee arrangement between donor and appraiser, and statement that appraisal was prepared for income tax purposes. If the NSS appraisal is used by the landowner for tax deduction purposes, the appraisal cost must be deducted from the charitable donation amount.

Determining Property Boundaries
Prior to the acquisition of fee simple land, the NSS must require the boundaries and/or corner markers of every property to be marked and/or discoverable via ground markings or a property survey. If an MOU contains restrictions that are specific to certain zones or areas within the property, the locations of these areas must be clearly described in the supporting materials and must be easily identified in the field. Offers must be made contingent upon a survey by a Professionally Licensed Surveyor unless an acceptable

survey exists and provides evidence that the cave and/or its entrance are included on the property to be purchased.
An acceptable survey should include, but is not limited to, the following items:

1. Standard boundary survey information,
2. Legal description on the survey and as a separate word document,
3. Buildings, physical improvements, roads, driveways, cemeteries, and special features,
4. Creeks, rivers, springs, ponds, and lakes,
5. Easements (utility, access, etc.),
6. Property location map and the location of the iron corner stakes,
7. Surveyor's certification, signature, stamp, date

Title Investigation
The NSS must investigate the title to each property for which it intends to acquire title or an easement to uncover liens, mineral or other leases, water rights and/or encumbrances or matters of record that may affect the transaction. Any encumbrances that could interfere with the rights of the NSS must be properly subordinated, discharged, or released of record.
A title insurance policy is required for all fee simple property acquisitions. Prior to the closing, any title issues are handled by the NSS General Counsel. The NSS AVP coordinates the closing and review of the documents with the NSS President and Treasurer, who serve as signatories.

Recording
All transactions must be recorded at the appropriate records office per local and state laws.

Funding Requirements
Management requirements of an acquisition must be evaluated and addressed prior to acceptance. The NSS must determine the initial costs (such as boundary marking, signs, kiosks, etc.) and the long-term expenses (annual maintenance, taxes, etc.) of each acquisition.

Additional Potential Sources of Funding

1. Member fundraising for the acquisition and management of a specific property.
2. Donations solicited and earmarked for the Cave Acquisition Fund.
3. Grants.
4. Sale of NSS-owned land with specific designation to the Cave Acquisition Fund.

Criteria for NSS Cave Acquisition Grants
In accordance with the current operating procedures of the NSS BOG, all NSS Cave Acquisitions grants are submitted to the NSS Preserves Committee for initial evaluation and discussion with the NSS AVP. The allocation of funds comes from the NSS AVP budget, which is approved annually by the BOG. Priority is given to proposals from non-profit cave conservancies, Land Trusts, and similar conservation organizations. Funds must be used only for the requested purpose and must be used before the end of the current fiscal year or returned to the NSS. Documented "out of pocket" expenses are permissible but must be thoroughly detailed in the request as no portion of a grant may be used to reimburse a member of the receiving organization for personal services or travel.

Grant Request Contents
The proposal should include as much of the following as possible:

Cover letter including a proposal summary and amount requested.

A two-to-five-page narrative including:

- Organization information
  - Summary of organization's history including mission, goals, and objectives.
  - Descriptions of programs, activities, and accomplishments.
  - Organization's affiliation with other groups or public agencies.
- Purpose of the Grant
  - Statement of financial need and the importance of this acquisition.
    - Discussion of the cave's significance (biological, geological, historical, scientific, recreational) and how it aligns with the organization's mission.
    - Discussion of the access policy for this cave and preserve.

Open, closed, permission required, research only, etc.

Conservation plan and access plan developed?

- Description of the organization's goals related to this acquisition.
- Timetable for acquisition.
- List of key people and titles who are responsible for the acquisition.
- Projected cost of the acquisition and plans to fund the balance.
- Map and photos of the cave and surrounding land.

Recognition: Planned announcements and acknowledgement of the NSS grant money.

*The current *Acquisition Questionnaire* is available from the NSS Nature Preserves Committee at preserves@caves.org

APPENDIX M

Top of Acts

EXPEDITION SPONSORSHIP CRITERIA

Refer to Act 18-462

An NSS-sponsored expedition is a field project involving a *team effort of significant, sustained, continuous duration* with specified objectives which address at least one of the following topics:

A. Original subterranean exploration leading to substantial new knowledge of a given region or cave system.

B. Scientific field research leading to substantial new knowledge of the process of formation, the indigenous fauna and flora, the history and ecology of a cave system or karst region, and the performance and behavior of man in the subterranean environment.

C. Field testing of new apparatus and techniques which offer significant promise for extending the capabilities of subterranean explorers and researchers.

How many NSS members should be on an NSS-sponsored expedition Hard and fast rules should not apply since it is possible that the NSS could receive substantial rewards merely from having one NSS member on a multinational expedition. However, expeditions comprising a majority of NSS members will receive priority consideration.

In addition to the above, the applicant expedition should promise the following:

A. The NSS will be recognized as a sponsoring institution in any publications resulting from the expedition.

B. The NSS will receive a written report on the findings of the expedition for publication in the NSS NEWS within one calendar year of the return of the expedition. More complete documentation of the expedition would, of course, be welcome in the NSS BULLETIN.

C. The name of the NSS or the NSS official sponsorship status is not to be used in any manner which would detract from the professional standing of the Society.

It will be the responsibility of the Exploration Committee to assure the applicant expedition abides by the rules listed above.

APPENDIX N
(Refer to Act 46-214)

Top of Acts

NSS CAVE FILES POLICY

1. Goals

The goals for the NSS Cave Files Committee (hereinafter called the committee) will be as follows:

(a) To solicit and file cave data in an NSS Cave Files Repository (hereinafter called NSS Cave Files);
(b) To become a center for information on where other cave data are maintained;
(c) To take steps to prevent loss of cave data held by the NSS and to encourage and assist others in similar measures;
(d) To improve on procedures to protect confidentiality of restricted cave data held by the NSS;
(e) To assist speleologists in securing cave data needed for research with a minimum of difficulty; and
(f) To establish and practice policies that will protect the rights of the NSS and parties donating or lending data to the NSS.

2. Collection of Cave Data

The committee shall collect a comprehensive file of cave descriptions, maps, and locations. Included in the files shall be, as available, scientific and historic materials and significant trip reports (accidents, initial discoveries, data collecting information, etc.). The materials will be from published sources and through private correspondence. Where practical, material on each cave will be filed in an easily accessible mode and each item will contain the source (name of publication, volume, number, date, author's name, viz.). When material is not filed with the data on the cave, a detailed reference to the material will be filed in the cave's file.

The committee will also try to maintain as complete a listing as possible of locations of all cave data repositories, including lists of access restrictions. Specifically, this listing is of names and addresses of individuals or organizations to whom requests for information may be directed and does not commit such individuals or organizations to release data. This listing shall not be maintained in such a way as to pinpoint cave locations.

Protection against loss. The NSS will allocate funds to make possible duplication of all original cave data in the possession of the committee within a reasonable period. These duplicates will be stored at some location other than where the originals are kept. The NSS will encourage other owners of original cave data to do likewise, will make its resources for duplication available to such owners at cost, and will serve as the repository for such duplicates when asked, under such restrictions as may be mutually agreed on. The first choice of location for duplicates of material in the NSS Cave Files will be, for each state or region, some agency or organization affilitated with the NSS and maintaining other cave data for that state or region. This policy does not require the duplication of materials available in the public

domainthrough printed books or periodicals unless the original material contains details lacking in the publications.

Confidentiality Sometimes it may be necessary to establish procedures to limit the distribution of certain cave data. The committee will generally discourage such restrictions unless it is demonstrated that they are necessary to protect the cave, its contents, cave owner relations, or because of other special situations. For the purposes of distribution to NSS members, cave data appearing in periodicals published by the NSS or its internal organizations are considered non-restricted except as copyrignt laws may apply.

Transfers of data to the NSS. It is expected that internal organizations of the NSS and other bodies associated with or authorized by the NSS will provide to the committee copies of their publications containing cave data. If there are any restrictions on distribution of this material, it should be specified at the time of transmission. In the case of other transfers of cave data to the NSS Cave Files, there should be written documents covering all understandings. Except in the case of a bequest, these documents should be signed by the donor and by the committee chairman (or their authorized representatives). Important points to be covered in documents transferring cave data to the NSS are as follows:

(1) Restrictions on access, if any. Provisions for renegotiation of the agreement covering the transfer. Provision that the committee has the right to review and revise access policy if the data is held for more than four years with no communication from the donor or the donor's legal heirs.

(2) Agreement as to conditions under which the transfer may be revoked (e.g., failure of the committee to abide by agreed restrictions on distribution, the dissolution of the NSS, the establishment of a state survey whose work would be facilitated by acquisition of the data), and procedures to implement such revocation.

(4) Agreement on policies as to duplicates to be made to safeguard against loss of the data.

(5) If title remains with the original owner, arrangements for what costs of maintenance are to be borne by the NSS and what by the owner.

(6) If title remains with the owner at the time of transfer, under what conditions title may be transferred to the NSS (e.g., death of the owner or inability to establish contact with the owner for a period of ten or more years despite reasonable efforts by the committee to do so).

(7) Agreement as to copyright where appropriate, whether (a)\placed in public domain, (b)\transferred to the NSS reserving to the authors all proprietary rights other than copyright and allowing the authors to use the data in their own papers, (c)\retained by the authors but authorizing the NSS to publish in papers or to grant permission to others for non-commercial use, or (d)\other.

Release of data Cave data in the NSS Cave Files currently or originally available in the public domain shall be released on simple request with no stipulation other than that the cost of labor, duplicating, and shipping be covered by the requester. However, the committee has the right to refuse data requests from individuals that require more than two hours of work by the committee and from NSS-authorized projects that require more than twenty hours of work by the committee. The committee may permit individuals to do their own searches or hire someone to do the search under the supervision of the committee chairman. Anyone requesting material from the NSS Cave Files may ask for and receive an estimate of costs before the request is granted. If the estimated cost of providing material is more than the amount of regular annual dues to the NSS, the committee chairman may require part or all of the reimbursement in advance or may, optionally, provide only part of the request, releasing additional material as payment is received.

The foregoing provision for charges does not preclude such costs being covered in a grant which may be made by the Research Advisory Committee or other NSS committee or commission for the project for which the data is secured. Nor, if the release is made as a part of an agreement with a state or regional survey affiliated with the NSS to hold duplicate cave data for safekeeping, does it preclude payment by the NSS for part or all of the costs of duplication and shipping, if this is part of the agreement.

The committee will cooperate with speleologists undertaking research or exploration projects to the extent possible under restrictions placed by donors upon release of data. Also, the committee will periodically review the demands received for cave data and try to improve upon existing procedures to expedite service to speleologists. This may include attempts to standardize procedures for data collection and to facilitate exchange between repositories of data. The NSS should take the initiative in trying to establish generally acceptable procedures for exchange of non-sensitive cave data.

The committee will also act as a referral center, providing names and addresses of individuals or organizations from whom information not available in the NSS Cave Files may be requested.

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

Top of Acts

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, 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 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 Committee	Board of Governors
Expedition (Int l)	International Exploration Committee	Board of Governors
Project	Research Advisory Committee	Research Advisory Committee
Task Force	Conservation Committee	Conservation Committee
Conservancy	Cave Conservancies Committee	Board of Governors

Other committees will be consulted as necessary. The 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 committee. Interim reports to the committee or the Board may be requested. Significant accomplishments or results by an Acitvity 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 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 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

Top of Acts

(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 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. A Chair may not serve more than four terms in succession.

D. No one may be elected Chair who has not attended at least one COG prior to election.

E. 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.

F. 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 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 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, 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, and 2017.)

APPENDIX S
November 17, 1979
(Amended 7-7-98, 3-15-03)
(Refer to Act 91-370)

Top of Acts

CHARTER
NATIONAL CAVE RESCUE COMMISSION

A. The National Cave Rescue Commission (Commission) is located in the 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 Administrative Vice President.

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 Administrative Vice-President 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 Administrative Vice-President 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 Administrative Vice President upon recommendation of the Board of Regional Coordinators, subject to the approval of the 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 Administrative Vice President. The Administrative Vice President 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 Administrative Vice-President.

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 Dining Coordinator will advise the Board of Regional Coordinators on matters of cave rescue/recovery diving and serve as 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 Administrative Vice President (subject to 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 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 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 Administrative 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 Administrative Vice-President, 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 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 T
GUIDELINES FOR THE USE OF NSS LETTERHEAD STATIONERY
(Refer to Act 40-477)

Top of Acts

The Society office maintains a supply of official NSS letterhead stationery which may be used by directors, officers, society employees, and committee and commission chairmen. Internal organizations, projects, study groups, and conservation task forces may use NSS letterhead for specific purposes if authorized by the relevant NSS officer, committee, or commission. These latter groups should ordinarily, however, use their own letterhead, which may prominently display their association with the Society as provided by our standing policies on those groups.

NSS letterhead is provided to these people solely because of the Society position they hold. It is to be used only to further the goals and activities of that position. It is not intended for personal use.

The actual Society group using the letterhead should be identified prominently at the top of the paper (not just as part of the writer's signature.) This can be done by typing the name of the committee or whatever centered just below the Society name. It can also be done by typing the group name as the first line of the return address.

Any letter written on NSS letterhead should clearly state who is responsible for the contents. It should be clear whether or not the letter is an official statement of the group or a personal statement of the writer:

> *"The Board of Governors has directed me to inform you of the following motion . . ."*
>
> *"I would like to compliment your grotto for the good work you have been doing . . ."*

An official statement does not, of course, have to have been formally approved by the group. Often the writer will understand perfectly well what the NSS position on an issue is and can write a letter without making it look like a personal opinion:

> *"The NSS Library thanks you for the donation of . . ."*

Anyone using NSS letterhead is responsible to the Society for things that are not clearly identified as personal opinions, however.

Society letterhead should be used for all correspondence with people or organizations outside the Society. It should be used for all non-routine correspondence with Society members or internal organizations when that correspondence is conducted to further the goals and activities of the position the writer holds. In order to save money, letterhead should not be used for routine correspondence among Society officers, directors, or committee chairmen.

Board members and chairmen of committees and commissions may write to the office for a supply of letterhead stationery. A member of a committee or commission should request a supply of stationery through his chairman. A group with a large need for stationery may receive permission from its Society officer to print its own supply,

including an identifying line. A copy of this policy should accompany any distribution of official letterhead.

It is not appropriate to use photocopied letterhead. Important official correspondence, especially that going outside the Society, should be on the real thing.

Recipients of correspondance who belong to organizations that are rule-bound and bureaucratic, such as government agencies and large businesses, may interpret anything on letterhead stationery as an official statement, no matter how clearly the writer states that it is a personal opinion. Writers should take that into account when stating personal opinions, especially those that may conflict with some Society goals or policies. While a writer may want to state his position in the Society to help establish his qualifications to comment on the subject in the letter, it is not necessary to use Society letterhead to do that.

APPENDIX U
POLICY FOR ACCEPTANCE OF SALON ENTRIES
(Refer to Act 79-554)

Top of Acts

I. Definitions

In order to avoid possible confusion, two terms used in this policy statement require definition. These terms are ``acceptance for judging" and ``acceptance for exhibition". All entries received are viewed by the Salon Committee to ensure that they are submitted in accordance with the general rules of the Salon and in compliance with the criteria set forth in this policy. The artistic or technical merits of each entry are not considered in this preliminary screening. All entries which pass this test are termed ``accepted for judging". Those which do not pass are returned to the entrant.

The entries which are accepted for judging are then viewed by a panel of judges selected by the Salon Committee. This judging is based upon the criteria set forth in section III of this policy statement only. The judges select those entries to be exhibited at the NSS Convention. This selection constitutes ``acceptance for exhibition" and is considered an award. All ribbon and medal winners are chosen from those entries accepted for exhibition.

II. Criteria for Acceptance for Judging

A. General

1. The Salon Committee will promptly acknowledge receipt of all entries and will promptly return all entries not accepted for judging with a letter of explanation and a refund of entry fees.
2. The Salon Chairman will assume the responsibility for all decisions relating to the acceptance of entries.
3. The criteria set forth in this policy statement will be interpreted flexibly. In case of doubt, the Salon Committee will rule in favor of the entry.

B. Safety

Any entry judged to promote unsafe caving practices will not be accepted for judging. This does not preclude acceptance of entries where the intent is obviously educational or humorous.

C. Conservation

Any entry depicting practices which are flagrantly in violation of NSS Conservation Policy will not be accepted for judging.

D. Recruitment
Any entry which is obviously intended to be shown to general audiences for the purpose of caver recruitment will not be accepted for judging.

E. Land Owner Relations
Any entry which depicts flagrant violations of land owner rights or which promotes practices which would be detrimental to good land owner relations will not be accepted for judging.

F. Relevance
Entries which are not relevant to the theme of the Salon will not be accepted for judging.

G. Adherence to Salon rules
Entries which are not submitted in accordance with the published Salon rules will not be accepted for judging.

III. Criteria for judging of Accepted Entries
All entries accepted for judging will be judged on the basis of artistic and technical merit, impact, and caver appeal. Humor will also be considered when appropriate.

APPENDIX V
October 20, 1984
(Refer to Acts 80-467, 66-593)
Amended 7-30-18:30

Top of Acts

NSS ADVERTISING POLICY

1. This policy applies to advertising in all NSS media, whether hard copy or electronic (i.e. web), which shall be collectively referred to as NSS advertising venues.

2. Advertisements must be related to the Society's research, education, conservation, exploration and recreation missions and supporting those goals.

3. Advertisements in NSS advertising venues should not express or suggest thoughts or actions contrary to the goals and mission of the NSS.

4. NSS advertising venues may accept advertising for cave related equipment, literature, services, or conservation matters. Advertising for general conservation-related matters not directly cave related will be accepted if it will further the conservation goals of the NSS.

5. Advertisers must not submit material that is misleading or inaccurate.

6. The NSS will not knowingly publish advertising that is misleading or inaccurate.

7. Official business functions of the NSS (Committees, book store, etc.) shall not be charged for advertising. Should the editor(s) consider any advertising by NSS official functions excessive or inappropriate, the issue shall be referred to the Executive Vice-President for resolution.

8. Advertising rates and fees shall be determined by the chairs of the NSS advertising venues and approved by the Executive Committee.

9. Internal Organizations of the NSS, NSS activities as defined in Appendix P in the Acts of the Board, universities, and nonprofit, cave related organizations will receive a 30% discount from the advertising rate established under item 7.

10. The NSS advertising venue s content editor(s) shall have the right to reject any advertising. Advertisers shall have the right of appeal to the NSS Executive Committee.

11. Advertisement specifications, requirements, placement, organization, and typesetting shall be determined by the NSS advertising venue s content editor(s).

APPENDIX W
CAVE VANDALISM DETERRENCE REWARD

Top of Acts

(Refer to Act 50-395)

A. The National Speleological Society will pay a reward of from $250 to $1,000 for information leading to the conviction of any person (or persons) who:

Was convicted of breaking, breaking off, cracking, carving upon, writing on, burning, or otherwise marking upon, removing or in any manner destroying, disturbing, defacing, marring, or harming the surfaces of any cave or any natural material which may be found therein, whether attached or broken, including speleothems, speleogens, and sedimentary deposits.

Was convicted of breaking, forcing, tampering with, or otherwise disturbing a lock, gate, door, or other obstruction designed to control or prevent access to any cave.

Was convicted of dumping, littering, disposing of or otherwise placing any refuse, garbage, dead animals, sewage, toxic substances harmful to cave life or humans in any cave or sinkhole.

Was convicted of removing, killing, harming or otherwise disturbing any naturally occurring organisms within any cave.

Was convicted of excavating, removing, destroying, injuring, defacing, or in any manner disturbing any burial grounds, historic or prehistoric resources, archeological or paleontological site or any part thereof, including relics, inscriptions, saltpetre workings, fossils, bones, remains of historical human activity, or any other such features which may be found in any cave.

Application for this reward must be made within three months of such conviction to the National Speleological Society, Cave Avenue, Huntsville, Alabama 35810. The NSS Vandalism Deterrence Reward Commission may elect to provide one reward when several individuals are convicted for the same offense or when convictions for a series of offenses could reasonably be considered as a single crime.

B. The NSS offers this reward to anyone providing information that leads to the conviction under any law, of anyone vandalizing a cave anywhere in the United States, providing that the conviction obtained was directly related to cave vandalism as described under Item A.

Conviction under cave laws will justify paying the reward to a person who supplied information that led to a conviction. Convictions under other laws such as property laws might justify a reward provided the conviction was for activities described under Item A. Out of court settlements may also justify a reward provided the offenders were formally charged for activities described under Item A and the settlement promotes cave conservation.

The NSS Vandalism Deterrence Reward Commission will make final determination as to whether a particular set of information qualifies for the reward.

The NSS Vandalism Deterrence Reward Commission shall determine the size of the reward based upon the seriousness of the offense and the success of the prosecution. In the event the prosecution is settled out-of-court, the size of the reward will be based upon how much the settlement promotes

cave conservation including such factors as the deterrence of future cave vandalism, the restoration of a specific cave, and the fostering of a cave conservation ethic in the community.

C. The NSS Vandalism Deterrence Reward Commission will not grant a reward in the event of fraud, conspiracy, entrapment, etc. For example, when the informant has deliberately encouraged cave vandalism so that he could later become an informant to get the reward.

D. If several people supply information leading to a conviction of a person (or persons) for the same act of vandalism, then the reward will be split equally among them.

E. All awards will be reviewed by the NSS Administrative Vice President and are subject to AVP approval.

Top of Acts

APPENDIX X
POLICY FOR CONDUCT OF NSS ELECTIONS
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)

1. Section IV, Paragraphs A and B of the Bylaws of the National Speleological Society will apply.

2. The Nominating Committee is encouraged to solicit candidates for director from a broad geographic and interest base.

3. 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.

4. The ballot will not be marked by the Nominating Committee so as to preclude a secret ballot.

5. NSS elections for Director will be confidential. Members will not be required to include their name or NSS number on ballots.

6. 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.

7. 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.

8. NSS election ballots will be emailed. A provision for alternative voting methods for members without online access will be made.

9. No candidate for Director may receive marked ballots nor be a teller.

10. Interim results of elections will be secret and known only to the official teller of the election.

11. 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.

12. 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.

13. 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.

14. 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.

APPENDIX Y
October 8, 1955
(Refer to Act 46-052)
Amended 06-29-84

Top of Acts

NSS GUIDELINES FOR NAMING CAVES AND KARST FEATURES

I. INTRODUCTION

A new cave name will affect many people for a long time. Thus, it must be acceptable to local citizens, cavers, other users, and even in some cases government agencies. It is the responsibility of the caver to evaluate each name proposal as to its appropriateness, acceptability, and need (relative to the feature, its location, and the user community) before it is adopted. It is general policy to avoid excessive or needless naming of features.

II. GUIDING POLICIES

Most of these guidelines apply only to features that have never been named. Names for features already established in spoken or written form by local citizens are given priority. A person who wishes to propose a name for an unnamed feature is expected to determine, to the best of his or her ability, whether a feature is actually named. When considering a new name proposal, the namer should be guided by the following criteria:

1. Recommended Kinds of New Names
   Imaginative names that are relatively unique or distinctive are preferred, provided they are not incompatible with forms of other names existing in the areas in which they will be used. Names descriptive of topographical form, suggested by local history, folklore, incident, or by associated natural life or other phenomena are preferred. This includes Indian and other ethnic names appropriate to the area in which the features are located.
2. Duplication of Names
   A proposed name should not duplicate another name in the state or a nearby adjoining state (There are already too many of these duplicated cave names.) The use of numbers in cave names is not recommended (eg. Big Cave 1, Big Cave 2, etc.).
3. Recommended Name Form
   Proposed new names are expected to perform useful service as proper names. They normally should be as short as possible and easily pronounced. Preferably the pronunciation should be apparent from the spelling. Complex and difficult-to-pronounce names often are not accepted by users.
4. Qualifying Words in Names
   Use of qualifying or relational words (middle, upper, north, big, etc.) in the naming of caves and related karst features should be avoided unless the name is associated with a relational name already in use. Whenever possible, new names should be distinctive.
5. Generic Names
   When a generic term (cave, pot, pit, cueva, sotano, system, etc.) is used, it must be appropriate to the feature and generally conform to those already in use in the area.
6. Personal Names

A personal name should not be adopted unless it is determined to be in the public and caving community's interest to honor the person or family for historical or commemorative reasons. The person or family being honored should have been directly associated with the feature being named or have made a significant contribution to the area of the cave. A cave should not be named for a landowner unless the landowner requests it. The following is also recommended:

a. Names that commemorate, or can be construed to commemorate, living persons should not be used.

b. A person should be deceased at least one year before a commemorative name should be considered.

7. Names in Wilderness Areas, National Parks, and Natural Areas
   In these areas, the managing agency prefers to restirct the number and types of names. The agency should be consulted before naming.
8. Lands Administered by State and Local Jurisdictions
   If a cave lies in lands administered by state or local jurisdiction, the name proposal should be coordinated with the responsible agency.
9. Derogatory Names
   Names that imply discrimination or are derogatory to a particular person, race, or religion should not be used. This also applies to names considered obscene or blasphemous in a present-day cultural context.
10. Recommended Order of Naming
    a. Names used by local residents
    b. Name based on geographic locality or feature
    c. Name derived from a particular feature of the cave
    d. Name derived from an incident or folklore, etc.
    e. Name of landowner
11. Name Changes
    Names should only be changed if absolutely necessary (i.e. duplication, derogatory, or obscene names). Commercial Caves are often renamed for the purpose of attracting more customers. While this is condoned, all efforts should be made to retain the original name in parenthesis.
    e.g., Cumberland Caverns (Higgenbotham and Henshaw Caves) .

III. DISSEMINATION OF NEW NAME

New names should be circulated as soon as possible to all interested parties, including the Cave Names Committee of the NSS Section of Cave Geology and Geography, to avoid possible duplication and extra names.

Top of Acts

APPENDIX Z
October 20, 1984
(Refer to Act 26-437)
Amended 12-04-21:23

OUTLINE FOR WRITING A PRESERVE MANAGEMENT PLAN

NSS Nature Preserves serve as a commitment to future generations and ensure cave conservation, access, education, and exploration. Each Preserve Management Plan is developed to serve as a guide for targeting, prioritizing, and managing NSS conservation properties. This appendix serves as an outline for writing a Preserve Management Plan.

Preserve Management Plan Value

One of the great benefits of preparing a management plan is that it encourages a careful inventory of the property's resources and identifies potential management problems. A Property Management Summary is provided for consideration prior to property acquisition. Within one year following acquisition of a property containing cave and karst features, a Property Management Plan shall be prepared. If the property is adjacent to or comparable to an existing NSS property, that property's plan may be expanded to include management of the newly acquired property. For a willed property or a Life Estate property, a preliminary plan may be prepared in cooperation with the potential donor to establish channels of communication, facilitate a partnership and identify and clarify the donor's intent for conservation.

Preserve Management Plan Objectives
Objectives of the Preserve Management Plans include:

a) Identifying and protecting conservation values.

b) Ensuring deed restrictions and donor requests are recorded and addressed.

c) Identifying damaging uses and encroachments.

d) Communicating property management objectives within the NSS and creating a resource for future NSS committee members, preserve managers, and the BOG.

e) Identifying property management priorities, tasks, and budgetary requirements.

f) Building member support and credibility.

g) Establishing potential usage, i.e., conservation, research, recreation, etc.

Preserve Management Plan Preparation
The NSS Preserves Committee Chairs and Preserve Managers shall determine appropriate management for the property by:

a) Utilization of the NSS Preserves Acquisitions Questionnaire and subsequent Evaluation Report. The property deed and published articles concerning the property, as well as additional material located in the NSS library or preserves folder will also be utilized.

b) Consultation with NSS members and others who may possess knowledge about the property or who can assist with gathering resource data and related information.

c) Consultation with the donor/seller of the property when possible.

d) Visitation to the preserve with subject experts to collect information and characterization data.

Preserve Management Plan Contents
Every property management plan shall contain a minimum of:

a) General information that includes the NSS objectives for preserve management, acquisition history, and deed restrictions.

b) Property location, including maps.

c) Property management summary, including a description of biological, geological, hydrological, paleontological, archaeological, and historical resources.

d) Description of member benefit.

e) Implementation strategies for property management tasks, including monitoring, visitation, supervision of the property and resources, as well as plans for future projects, such as invasive species control, and the assurance of conservation.

f) Descriptive access policy that echoes the terms stated in the Rules for Cave Access to minimize the Society's risk and prevent over visitation.

Approval of Preserve Management Plans & Updates
All Preserve Management Plans must be developed with the NSS Preserves Managers and reviewed by the NSS Preserves Committee to determine if plan revisions are needed at least once in a five-year period or whenever a change to the property boundaries or property status occurs. All Preserve Management Plans must be submitted to the NSS AVP and NSS General Counsel for initial approval and the NSS BOG for final approval. The reviewer's names with date of plan update must be appended to the plan.

Any revisions to existing plans must be reviewed by the NSS Preserves Committee. Any plan revisions must be resubmitted to the NSS AVP and NSS General Counsel for initial approval and the NSS BOG for final approval. The reviewer's names with date of plan update will be appended to the plan.

APPENDIX AA
(date)
(Act #)

Top of Acts

Memorandum of Understanding
between the
U.S. Fish & Wildlife Service, Department of the Interior
and
The National Speleological Society

I. Introduction

Increased public awareness of the values inherent in nonrenewable cave resources, and the concern that those resources be managed and protected for the enjoyment and use of future generations, have encouraged a greater degree of management consideration for those naturally occurring caves located on National Wildlife Refuge System lands (Refuges) under the jurisdiction of the U.S. Fish and Wildlife Service (Service). The manpower and expertise needed to inventory, protect, and assist with the management of cave resources can in part be made available by volunteers who are members of organizations like the National Speleological Society (Society).

Continued or improved management of refuge cave resources can be accomplished with volunteer assistance. In recognition of shared concerns and the benefits of cooperation, the Service and the Society have developed this Memorandum of Understanding (Memorandum) to encourage cooperation between the Service and the Society.

II. Purposes

The purposes of this Memorandum are to (1) recognize the contributions which Society volunteers can provide on behalf of cave resources on refuge lands which the Service administers, (2) encourage the participation of the Society in the preservation of these resources, and (3) establish guidelines for the development of Volunteer Services Agreements (Agreement) between the Service's refuge offices and the Society's volunteers.

III. Authority

This Memorandum has been developed under authority provided to the Service by the Fish and Wildlife Coordination Act, 16 U.S.C. ⇊661, and the Fish and Wildlife Act of 1956, 16 U.S.C. ⇊742f, as amended by the Fish and Wildlife Improvement Act of 1978 (Pub. L. 95-616).

IV. Terms of Agreement

A. The Service and the Society mutually agree to develop Agreements, where appropriate, when these will lead to the improved management of cave resources on refuge lands.

B. Development of Agreements shall be the responsibility of individual refuge offices working in cooperation with Society volunteers. Agreements will be formulated in accordance with the Service Administrative Manual, 22 AM 27, (Attachment A, revised 1/6/86). The mandatory use of these Agreements assures that volunteers are: (a) protected under the Federal Tort Claims Act, (b) subject to Workman's Compensation, (c) identified as responsible for completing specific tasks or projects, and (d) authorized for reimbursement of expenses incidental to volunteer work. Any revisions or amendments to or termination of an Agreement shall be documented in writing and appended to the Agreement.

C. The Service and the Society also agree that, before an Agreement is developed, the refuge manager and the Society's volunteer will make the determination that the following conditions are met:

- That both have the interest, capability, and resources needed to monitor, supervise, and complete the proposed tasks or projects.
- That the actions proposed in the Agreement are consistent with Service policy and management plans. As required by the National Wildlife Refuge System Administration Act, 16 U.S.C. ⇓668dd, the Service shall retain primary jurisdiction and responsibility for the management of these lands as part of the National Wildlife Refuge System.
- That both recognize that an Agreement cannot be used to grant Society volunteers preferential treatment or exclusive rights to use any cave(s).

D. The refuge manager will keep the volunteer informed when proposed management decisions or actions may impact activities covered by the Agreement.

E. Financial Responsibility: The Agreement must specify any financial obligations and limitations that may be imposed on the involved organizations. Nothing in this Memorandum or in any Agreement shall be construed as obligating the Service to enter into any contracts or other obligations involving the expenditure of funds, or future payment of money, in excess of appropriations authorized.

F. Proprietary Information∀Information generated through work or research done under an Agreement and provided to the refuge manager becomes public information.

V. Areas of Responsibility

An agreement developed between a Service refuge office and Society volunteer will utilize the guidelines provided in this Memorandum. The following elements shall be addressed and included as attachments to the standard Agreement form (Attachment A). The Agreement form will have a sentence under the "Special Provisions" section which references the addressing of these elements (see Attachment A).

A. Society (Volunteer) Responsibilities

- Ensure that no actions will be taken by the volunteer working under the Agreement which may expose anyone to serious risks or hazards.
- Ensure that the volunteer involved in projects covered by the Agreement is appropriately qualified, trained, and has the skills to accomplish tasks and projects in a safe and responsible manner.
- Report all accidents, injuries, and property damage to the appropriate refuge personnel by phone or in person as soon as possible after the incident. A written Service DI-134 form will be completed within 5 days of an incident.
- Notify the refuge manager in charge of a cave at least 7 days in advance of any approved work being initiated under the Agreement.
- Provide personal equipment except when provided by the refuge through an Agreement. Volunteers are responsible for loss or damage to Service equipment other than for that caused by normal wear and tear or unavoidable circumstances.
- Develop a safety plan that specifies standards for equipment, experience and rescue procedures.

B. Service (Refuge) Responsibilities

- Ensure that the volunteer observes all appropriate provisions of applicable legislation such as the Endangered Species Act, the National Historic Preservation Act, the Archaeological Resources Protection Act and the National Wildlife Refuge System Administration Act.
- Ensure that a safety plan is developed which specifies standards for equipment, experience and rescue procedures.

- Supply, when possible, any necessary information and materials such as gate lock combinations, previous research and inventory results, slides, photographs, or maps for presentations or photocopying. The Service may also provide equipment and supplies or access to data needed for specific projects, as determined by the Service.
- Provide personnel to the extent possible for such activities as project coordination, support and supervision.
- Allow, where appropriate, the volunteer to provide technical input for consideration by the Service during its planning efforts and development of informational materials concerning cave resources.
- Provide work space in offices, when available and necessary, for a volunteer working under an Agreement.
- Reimburse, as appropriate, a volunteer for incidental expenses when set forth by prior mutual consent in an Agreement.

VI. Activities Covered by a Volunteer Services Agreement

A. This Memorandum authorizes a Society volunteer to become involved, where approved, in cave management activities, such as the following. Specific activities shall be addressed in and included as attachments to the standard Agreement form.

- Cave Monitoring: Cave monitoring involves such activities as establishing photo points, maintaining photo files, monitoring visitor use, and periodically changing locks on cave gates. Cave monitoring may also involve the installation and maintenance of cave registers and forwarding filled pages or copies to the refuge manager.
- Cave Inventory: A volunteer may assist, as appropriate, the Service in conducting inventories of caves and their contents. Types of inventories can include cave flora and fauna, archaeological or paleontological items, rare or delicate speleothems, and hazards to explorers.
- Exploration: A volunteer may conduct, as appropriate, exploration in known caves as well as assist in locating new caves on refuge lands. A report by the volunteer will be given to the refuge manager on any passage or cave discovered, with details and locations of significant cave resources found. Any artifacts or remains found must be left undisturbed.
- Surveying: A volunteer may conduct survey work, as appropriate, in known or newly discovered passages. The volunteer will supply the refuge manager with a copy of any map produced as a result of such survey work.
- Cave Cleanup: Cleanup projects may be conducted as approved and needed in caves specified by the refuge manager. This may include trash removal, dismantling unnecessary rock cairns or flagging tape, and removal of modern graffiti.
- Cave Conservation and Education: Upon approval, a volunteer may assist the refuge staff in performing conservation activities such as installing, repairing or removing cave gates, cave restoration projects, and training new cavers to be conservation-minded.
- Interpretation: A volunteer may assist the refuge staff or give programs independently to local civic or social groups on subjects such as cave exploration, conservation, bats and geology. The volunteer may also assist the refuge staff in developing environmental education programs (exhibits, brochures, slide shows, etc).
- Research: A volunteer may conduct scientific research in refuge caves, through an Agreement and in a manner consistent with Service policies and guidance. A copy of any findings, report(s), and/or publications resulting from such research must be forwarded to the refuge manager.

B. Improvements: All improvements constructed under an Agreement will be the property of the United States.

VII. National Liaison

The Service and Society will each appoint a national liaison to channel communications between them.

VIII. Modification and Termination

The agreements and conditions outlined in this Memorandum become effective upon signature by representatives from the Service and the Society. This Memorandum can be changed at any time by mutual agreement of the parties, and may be terminated by either party upon 30 day's written notice.

/s/ Frank Dunkle	3/2/88
Director, Fish and Wildlife Service	Date
/s/ Paul J. Stevens	3/2/88
President, National Speleological Society	Date

APPENDIX AB
March 10, 1990
(Act #)

Top of Acts

Memorandum of Understanding

between the

American Cave Conservation Association

and

The National Speleological Society

The National Speleological Society (hereafter, the Society) and the American Cave Conservation Association (hereafter, the Association) are membership organizations with a mutual interest in caves and cave resources.

The purpose of the Memorandum of Understanding is to:

- Promote cooperation between the Society and the Association
- Enhance the effectiveness of efforts on matters of joint concern to the Society and the Association.
- Recognize the achievements and initiatives of both the Society and the Association.
- Establish effective communication between the Society and the Association and the respective members of each organization.

To accomplish these objectives, the Society, through its Board of Governors and the Association, through its Board of Directors, do hereby ratify this Memorandum of Understanding and the Society and the Association do mutually agree as follows:

- The Society and the Association shall acknowledge the contribution or participation of each organization in publicizing or advertising an event or accomplishment to which contribution has been made or will be made, in whole or in part, by members of the other organization.
- The Society and the Association will inform the other organization of communications relating to policy matters made to government agencies, private organizations, or individuals, when such communications concern issues of significant interest to the caving community and which involve a subject matter in which the other organization has a traditional or known interest. Such notification shall be for the purpose of allowing coordinated communications and other joint efforts where such are deemed advisable and therefore such communication shall be promptly accomplished. This provision shall not be interpreted to pertain to ordinary business communications or to matters reasonably considered sensitive.
- The Society and the Association shall cooperate in achieving common objectives and such cooperation shall include, but not be limited to, publishing announcements of the other organization in Society or Association literature, distributing brochures and other information generated by the other organization, displaying exhibits of the other organization, and in considering grant requests of the other organization.
- The Society and the Association will each refer to the other organization any requests for assistance from other organizations or from individuals outside the caving community when such requests cannot be responded to with the resources of the referring organization. When appropriate, requests for assistance from outside organizations or individuals may be referred between the organizations for joint or coordinated response.

- The Society and the Association shall portray each other in a positive manner in their respective publications and internal memoranda and when communicating with other organizations or individuals. In the event that differences of opinion arise between the respective organizations on matters of mutual interest, discussions of these differences shall avoid questioning the motives or dedication of the other organization.
- By ratification of this Memorandum of Understanding the governing bodies of the respective organizations have created the NSS-ACCA liaison committee which shall be composed of two members. One shall be a member of the Society who shall be appointed by the Society's Board of Governors. The other shall be a member of the Association who shall be appointed by the Association's Board of Directors. The liaison committee shall be charged with the responsibility of informing the governing body of each organization regarding projects, goals, and activities of the other organization. Additionally, the liaison committee shall endeavor to promote understanding and cooperation between the Society and the Association.

This Memorandum of Understanding shall be effective upon ratification by the governing bodies of the respective organizations and such ratification shall be indicated by the signatures of the presidents of the respective organizations in the spaces provided below. The organization first ratifying this Memorandum of Understanding shall not be bound thereby until such time as the Memorandum is ratified by the other organization.

The Association or the Society may cancel or amend this document at any time provided thirty-day prior written notification is given to the other organization.

/s/ John Scheltens 3-10-90
President, NSS Date

/s/
President, ACCA Date

APPENDIX AC
July 1, 1988
(Refer to Act 97-478)

Top of Acts

VIDEO PROGRAMMING ADVERTISING POLICY

1. Advertising *via* NSS video programming is for the convenience of NSS members, not the convenience of advertisers.

2. The Cave Video Committee will accept advertising for cave related equipment, literature, services, or conservation issues. Advertising for general conservation related matters not directly cave related will be accepted if it will further the conservation goals of the NSS. Advertisers must not submit material that is misleading or inaccurate; the Cave Video Committee will not knowingly accept or circulate advertising that is misleading or inaccurate. Advertising preference will be given to material of intrinsic aesthetic value related to caves and caving, to moving-image material over still material, and to full-color material over black and white. The Cave Video Committee shall have the right of appeal to the NSS Administrative Vice-President.

3. Advertising rates shall be set by the Cave Video Committee. Rates set shall not be less than the average cost for the prior year of producing and distributing video programming of the same length and quality. Charges will be made for copy preparation when camera ready and/or first generation edited video images are not provided. Official functions of the NSS (NSS committees, bookstore, etc.) shall not be charged for advertising. Should the Committee consider any advertising by NSS official functions excessive or inappropriate, the issue shall be referred to the Administrative Vice-President for resolution. Internal Organizations of the NSS; NSS activities as defined in Appendix P of the Acts of the Board; universities; and nonprofit, cave related organizations will receive a 30% discount from established advertising rates. There will be no discount for copy preparation charges.

4. Advertising space will be offered on a first-come, first-served basis without regard for the organizational relationships indicated in item #3 above. Advertising space may be requested up to twelve months in advance, provided it is paid for when requested. If the space is available, no refunds will be made.

5. Each advertisement accepted for use shall be limited to a maximum total duration of three minutes. The combined total of advertising included on any single program tape shall be limited to five minutes duration. The advertising portion of each program tape shall be immediately followed by the following statement: "The preceding paid advertisement(s) do(es) not constitute an endorsement of products or services by the NSS."

6. Advertising shall be placed only at the beginning of each video tape program and prior to the NSS program material. Advertising accepted in conjunction with a given video program shall be placed on all copies produced of the given program, except as otherwise defined by written agreement between the Committee and the advertiser.

Top of Acts

Appendix AD
September 30, 1988
Refer to Act 41-850
Revised 12-04-21:20, 07-30-18:21, 04-02-11:4

FS Agreement No. 21-MU-1132428-161
Cooperator Agreement No. _____

Memorandum of Understanding
between the
National Speleological Society
and the
USDA, Forest Service
Cave and Karst Management

This Memorandum of Understanding (MOU) is hereby made and entered into by and between the National Speleological Society, hereinafter referred to as "NSS" and the USDA Forest Service Cave and Karst Management, hereinafter referred to as the "U.S. Forest Service".

Background: This MOU reaffirms the partnership as outlined in agreement 16-SU-11132420-17, which expires June 30, 2021.

Title: Collaboration in Managing Cave and Karst Resources

1. Purpose:
The purpose of this MOU is to document the cooperation between the parties to establish a national framework upon which the NSS and the Forest Service may cooperatively plan and accomplish mutually beneficial work projects or activities as they relate to the effective and efficient management of cave and karst resources and cave life. The U.S. Forest Service relies on volunteer assistance from members of organizations interested in cave and karst resources, primarily members of the NSS, to provide manpower and expertise needed to protect and manage these resources, some of which are fragile. Continued or improved management of cave and karst resources on public lands requires on this type of volunteer assistance provided by NSS members throughout the nation.

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

In consideration of the above premises, the parties agree to a cooperative relationship in accordance with the following provisions.

II. Statement of Mutual Benefit and Interests:
Both parties believe that increased cooperation will promote better management of cave and karst resources and that these joint efforts will have long-term benefits. This national agreement establishes broad principals to assist the local units of the U.S. Forest Service in developing agreements, and most importantly, to recognize that such local cooperation

represents one of the best ways the U.S. Forest service has for carrying out their mission of "Caring for the Land and Serving the People." Cooperation and coordination may involve a wide range of activities including, but not limited to education, resource inventory, research, monitoring, protection, restoration, restoration, and other management actions, and cooperative partnerships. By working with partners, the U.S. Forest Service expands its capability to participate in conservation through stewardship, research, and education/outreach. Through Federal laws and regulations, the U.S. Forest Service has major responsibility for conserving biodiversity through the management of fish and wildlife habitats, including caves, and by providing special protection of threatened, endangered, and sensitive species. The Federal Cave Protection Act of 1988 authorizes the U.S. Forest Service to secure, protect, and preserve significant caves including their locations on Federal lands and to foster increased cooperation and exchange of information between governmental authorities and those who use caves for scientific, education, or recreational purposes.

This agreement furthers Forest Service policy, including the following cave policy from Forest Service Manual (FSM) 2356:

- "Protect threatened, endangered, proposed and sensitive, species in accordance with the Endangered Species Act (16 U.S.C. 1531) and FSM 2670"
- "Develop and foster communications, cooperation, and volunteerism with interested publics, Federal agencies, States, and local governments."
- "Acquire the inventory data needed to manage cave resources…"
- "Establish monitoring activities as needed to assess changes in the cave environment."
- "Encourage volunteer involvement for projects such as cave mapping, inventorying, planning, monitoring use, guiding, and interpretation through development of adopt-a-cave programs, volunteer agreements, and memoranda of understanding."

In addition, this agreement furthers Forest Service policy, including the following cave policy from Forest Service Manual (FSM) 2880:

- "Field surveying caves; mapping karst, hydrologic features, and cave resources; dye tracing to determine ground-water flow patterns; determining air flow patterns."
- "Secure, protect, and preserve significant caves for the perpetual use, enjoyment, and benefit of all people, and to foster increased cooperation and exchange of information with those who utilize caves for scientific, educational, or recreational purposes."
- "Protect and maintain caves and cave ecosystems in accordance with Federal law and develop volunteer management agreements with the scientific community or recreational caving groups to assist with cave protection…."

In consideration of the above premises, the parties agree as follows:

III. The Cooperator Shall:

A. Collaborate in assisting the U.S. Forest Service in to identify, evaluate, manage, and protect cave resources on NFS and other lands for the purpose of maintaining their unique, nonrenewable, and fragile biological, geological, hydrological, cultural, paleontological, scientific, and recreational values for present and future generations.

B. Consult on designation of significant caves as described in the Federal Cave Resources Protection Act of 1988. This includes submitting forms for designation, discussion of caves that need data to support designation, and collecting data to assist in the designation process.

C. Maintain confidentiality of locations of caves nominated and designated as significant, in accordance with the Federal Caves Resources Protection Act of 1988 16 USC §4301 Sec 5(a) and Title 36, Code of Federal Regulations, part 290.4(a) (36 CFR 290.4).

D. Collect data to help manage caves and participate in conservation and restoration activities such as:
   a. Development of cave management plans.
   b. Inventory of cave locations and cave resources.
   c. Notifying the U.S. Forest Service of any sensitive resources such as wildlife, geological, paleontological, or archaeological materials found in caves.
   d. Installation and maintenance of cave gates and signs.
   e. Assist with monitoring of visitor use and promoting responsible caving techniques.
   f. Providing surveying and cartographic assistance.
   g. Providing administrative support for cave resource programs.
   h. Conducting cave cleanup and restoration projects.
   i. Conducting research on caves and cave resources.
   j. Development of cave search and rescue plans.
   k. Assist with the development of interpretative programs and displays.

E. Identify in local sub-agreements, as funding and resources are available, how cave and karst resource information and locations will be handled. Local agreements will classify information ownership into two categories:
   a. Information belonging to the U.S. Forest Service which is available as public information, unless specifically exempt under the Freedom of Information Act.
   b. Information belonging to cooperating organizations or volunteers which will be made available to the U.S. Forest Service to aid its management decision making. This information will be treated by the U.S. Forest Service as proprietary information under the Freedom of Information Act to the full extent the law allows.

F. Promote awareness of and responsible attitudes toward karst and cave resources and their management needs to NSS members and the public.
G. Support responsible research in caves on NFS and other lands and encourage the dissemination of scientific information.
H. Participate in ongoing meetings, as necessary, to discuss and identify opportunities for cooperative work on mutually beneficial projects or activities for the promotion of cave conservation, research and education.

IV. The U.S. Forest Service Shall:

A. Recognize NSS, its internal organizations, and knowledgeable cavers as natural partners in the collaboration necessary to manage cave and karst resources. Consultation with these groups and individuals is important because they are often the best source of information about caves, the primary special interest group, and the principal users of caves on National Forests.

B. Encourage volunteer involvement of qualified and experienced cavers and caving organizations in cave management projects, through the use of volunteer, participating, and cooperative management agreements. Development of these specific agreements shall be the responsibility of individual National Forests or their Districts and local internal organizations of the NSS.

C. Integrate the identification and management of caves and their associated resource values into resource management planning and management efforts and avoid or minimize conflicts between cave resource management and other surface and subsurface resource management activities.

D. Provide user opportunities which are compatible and consistent with objectives set forth in Land and Resource Management Plans (Forest Plans). These might include: recreation, education, research, or commercial activities, when those activities can be adequately managed.

E. Recognize that members of the NSS and its local chapters have specialized skills in cave search and rescue techniques that should be included in planning and execution of responses to emergency incidents by the Forest Service. The NSS also possesses specialized information and resources for cave rescue in the form of equipment caches and resource lists maintained by the National Cave Rescue Commission Regional Coordinators.

F. Participate in ongoing meetings as necessary, to discuss and identify opportunities for cooperative work on mutually beneficial projects or activities for the promotion of cave conservation, research and education.

G. Provide collected data (cave locations, inventories, etc.) compiled to the NSS to help with determining additional useful information needed, with the understanding to maintain the significant cave location confidential in accordance under Agreements executed between the NSS and individual Forests.

V. It Is Mutually Understood and Agreed by and Between the Parties That:

A. White-nose Syndrome (WNS) has had devastating effects on bat populations. As we have learned more about these impacts, we recognize that new and emerging threats to cave ecosystems may require modifications to existing protocols to mitigate potential threats while still enabling essential monitoring. Such modifications may include new decontamination protocols, dedicated cave or research gear, etc. as identified through discussions between the NSS, U.S. Fish and Wildlife Service, and the U.S. Forest Service.

B. Unlimited access to cave resource information can lead to loss or damage of nonrenewable resources. All parties agree to support the U.S. Forest Service guidelines for maintaining the confidentiality of cave locations, and any archeological and paleontological resources they may contain.

C. Principal Contacts: Individuals listed below are authorized to act in their respective areas for matters related to this instrument.

Principal Cooperator Contacts:

Cooperator Program Contact
Ray Keeler, Government Liaison
6001 Pulaski Pike
Huntsville, AL 35810-1122
256-852-1300
rckeeler@cox.net

Cooperator Administrative Contact
Geary M. Schindel, President
6001 Pulaski Pike
Huntsville, AL 35810-1122
256-852-1300
president@caves.org

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact
Limaris Soto, Cave and Karst Program Lead
1617 Cole Blvd. Building 17
Lakewood, CO 80401
303-275-5378
limaris.soto@usda.gov

U.S. Forest Service Administrative Contact
Katherine Brochu
201 14th St, SW
Washington, DC 20024
Katherine.brochu@usda.gov

D. Assurance regarding felony conviction or tax delinquent status for corporate entities: This agreement is subject to the provisions contained in the Department of the Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No.112-74, Division E, Section433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement NSS acknowledges that it:
1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely man-

ner pursuant to an agreement with the authority responsible for collecting the tax liability, and 2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment is not necessary to protect the interests of the Government, If NSS fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds NSS has expended in violation of sections 433 and 434.

E. Notices: Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or NSS is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the MOU.

To the NSS, at the NSS' address shown in the MOU or such other address designated within the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

F. Participation in Similar Activities: This MOU in no way restricts the U.S. Forest Service or the NSS from participating in similar activities with other public or private agencies, organizations, and individuals.

G. Endorsement: Any of NSS's contributions made under this MOU do not by direct reference or implication convey U.S. Forest Service endorsement of NSS's products or activities.

H. Nonbinding Agreement: This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer anything of value.

Specific, prospective projects or activities that involve the transfer of funds, services, property, and/or anything of value to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This MOU neither provides nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, services, property, and/or anything of value to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources.

The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in the MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

I. Use of U.S. Forest Service Insignia: In order for NSS to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audio-visual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.

J. Members of U.S. Congress: Pursuant to 41 U.S.C. 22, no U.S. member of, or U.S. delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise there from, either directly or indirectly.

K. Freedom of Information Act (FIOA): Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).

L. Text Messaging While Driving: In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately-owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

M. Public Notices: It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. NSS is encouraged to give public notice of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

> "The Cave and Karst program of the U.S. Forest Service, Department of Agriculture, participates in the effective and efficient management of cave and karst resources."

NSS may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. NSS is requested to provide copies of notices or announcements to the U.S. Forest Service program Manager and to the U.S. Forest Service's Office of Communications as far in advance of release as possible.

N. U.S. Forest Service Acknowledged in Publications, Audiovisuals and Electronic Media: NSS shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this MOU.

O. Nondiscrimination Statement – Printed, Electronic, or Audiovisual Material: NSS shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

***** "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability." (Not all prohibited bases apply to all programs.) *****

To file a complaint of discrimination, write USDA, Director. Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material must, at a minimum, include the following statement, in print size no smaller than the text:

***** "This institution is an equal opportunity provider." *****

P. Termination: Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.

Q. Debarment and Suspension: NSS shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CRF Part 180. Additionally, should NSS or any of their principals receive a transmittal letter or other official notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

R. Modifications: Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

S. Commencement/Expiration Date: This MOU is executed as of the date of the last signature and is effective through June 30, 2026 at which time it will expire.

T. Authorized Representatives: By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

/s/ **
Geary M. Schindel, President Date
National Speleological Society

/s/**
David Rosenkrance, Acting Director Date
U.S. Forest Service, Minerals and Geology Management

The authority and format of this instrument have been reviewed and approved for signature.

/s/**
Allison Owens Date
U.S. Forest Service Grants Management Specialist

This document has been reformatted to mirror the style used in this manual.

***Consult the original MOU for exact font size for the NONDISCRIMINATION STATEMENT, original signatures with dates, and the concluding BURDEN STATEMENT (paperwork reduction act, etc.)*

AD.1
(Attachment 1 to Appendix AD)
August 6, 1998

Top of Acts

Volunteer Value Agreement
between the
USDA Forest Service
and the
National Speleological Society

This document serves to define Volunteer Value and represents an agreement between the USDA Forest Service and the National Speleological Society. Cavers are providing volunteer services to Forest Service cave programs in lieu of Fee Demonstration Projects being applied to caves.

Assigning monetary values to volunteer efforts for caves managed by the Forest Service will benefit all concerned. The purpose of this agreement is to define and clarify a Volunteer Value system that will be consistently implemented in all Forest Service cave programs. By applying this system for calculating Volunteer Value, confusion and disagreement can be avoided. This agreement has been designed with input from NSS cavers, non-affiliated cavers, and Forest Service personnel.

Through this Volunteer Value agreement for cave programs, in-kind contributions from volunteer organizations, non-affiliated volunteers, and NSS volunteers will be recorded and calculated as follows:

1. Salaries and/or volunteer hours:
    - A. Valued at the GS5/1 hourly rate for standard volunteer arrangements or minimum $10.00 per hour.
    - B. Volunteer hours include:
        1. Travel time to the cave and/or work site, portal to portal, round trip, not to exceed work time. (Refer to 1.C.)
        2. Time spent in the cave and/or work site actively involved in the project.
    - C. Volunteer hours do not include:
        1. Time spent in activities such as sleeping, eating, and preparing food.
        2. Time spent for recreational caving. (Recreational caving should be done on other trips.)
        3. Travel time from home that exceeds the total time spent in the cave and/or work site actively involved in the project. (For example, if travel time totals 12 hours, and 8 hours of active work time at the site was accomplished, then 8 hours work time and 8 hours travel time is counted for that individual when calculating Volunteer Value.)
    - D. When tasks require specialized professional expertise, value for salaries and/or hours should be assigned according to equivalent GS ratings or other definable rates.

2. Travel:
    - A. Valued per mile at the government rate for business, to be adjusted as the government rate changes.
    - B. Mileage should be listed to and from the site. (Mileage for all volunteers in one vehicle is listed once.)

1. All mileage directly related to reaching the work site, portal to portal, round trip. (Mileage from home to the work site and return.)
2. All mileage for each vehicle. (Not for each person.)

3. Supplies:
   A. All monies spent on supplies used during the project. If reimbursed, this is not counted as Volunteer Value.
   B. All monies spent on supplies for preparation and documentation for the project. If reimbursed, this is not counted as Volunteer Value.
4. Equipment:
   A. Valued at $150.00 per caver for basic caving gear such as helmet and light. (Calculated one time each 3 year period or $50.00 per year.)
   B. All monies spent on caving equipment such as ropes, climbing gear, cameras, survey equipment, etc. If reimbursed, this is not counted as Volunteer Value. (Re-list as equipment is replaced.)
5. Preparation and documentation:
   A. Time spent in organizing and preparing the project.
   B. Time spent completing documentation of project.

/s/ Jerry Trout 8-6-98
National Cave Coordinator
USDA FS

/s/ Fred L. Wefer 8-6-98
President
NSS

/s/ Jim Miller 8-6-98
Dispersed Recreation Program Manager
USDA FS

/s/ Douglas Medville 8-6-98
Administrative Vice President
NSS

FS Agreement No. 21-MU-11132428-161

Cooperator Agreement No. _____

MEMORANDUM OF UNDERSTANDING
Between The
NATIONAL SPELEOLOGICAL SOCIETY
And The
USDA, FOREST SERVICE
CAVE AND KARST MANAGEMENT

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the National Speleological Society, hereinafter referred to as "NSS," and the United States Department of Agriculture (USDA), Forest Service, Cave and Karst Management , hereinafter referred to as the "U.S. Forest Service."

Background: This MOU reaffirms the partnership as outlined in agreement 16-SU-11132420-117, which expires June 30, 2021.

Title: Collaboration in Managing Cave and Karst Resources

I. PURPOSE: The purpose of this MOU is to document the cooperation between the parties to establish a national framework upon which the NSS and the U.S. Forest Service may cooperatively plan and accomplish mutually beneficial work projects or activities as they relate to the effective and efficient management of cave and karst resources and cave life. The U.S. Forest Service relies on volunteer assistance from members of organizations interested in cave and karst resources, primarily members of the NSS, to provide manpower and expertise needed to protect and manage these resources, some of which are fragile. Continued or improved management of cave and karst resources on public lands relies on this type of volunteer assistance provided by NSS members throughout the nation.

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

In consideration of the above premises, the parties agree to a cooperative relationship in accordance with the following provisions.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Both parties believe that increased cooperation will promote better management of cave and karst resources and that these joint efforts will have long-term benefits. This national agreement establishes broad principles to assist the local units of the U.S.

Forest Service in developing agreements, and most importantly , to recognize that such local cooperation represents one of the best ways the U.S. Forest Service has for carrying out its mission of "Caring for the Land and Serving the People." Cooperation and coordination may involve a wide range of activities including but not limited to education, resource, inventory, research, monitoring, protection, restoration, and other management actions, and cooperative partnerships. By working with partners, the U.S. Forest Service expands its capability to participate in conservation through stewardship, research, and education/outreach. Through Federal laws and regulations, the U.S. Forest Service has major responsibility for conserving biodiversity through the management of fish and wildlife habitats, including caves, and by providing special protection for threatened, endangered, and sensitive species. The Federal Cave Resources Protection Act of 1988 authorizes the U.S. Forest Service to secure, protect, and preserve significant caves including their locations on Federal lands and to foster increased cooperation and exchange of information between governmental authorities and those who use caves for scientific, education, or recreational purposes.

This agreement furthers Forest Service policy, including the following cave policy from Forest Service Manual (FSM) 2356:

- "Protect threatened, endangered, proposed and sensitive, species in accordance with the Endangered Species Act (16 U.S.C. 1531) and FSM 2670"
- "Develop and foster communications, cooperation, and volunteerism with interested publics, Federal agencies, States, and local governments."
- "Acquire the inventory data needed to manage cave resources…"
- "Establish monitoring activities as needed to assess changes in the cave environment."
- "Encourage volunteer involvement for projects such as cave mapping, inventorying, planning, monitoring use, guiding, and interpretation through development of adopt-a-cave programs, volunteer agreements, and memoranda of understanding."

In addition, this agreement furthers Forest Service policy, including the following cave policy from Forest Service Manual (FSM) 2880:

- "Field surveying caves; mapping karst, hydrologic features, and cave resources; dye tracing to determine ground-water flow patterns; determining air flow patterns."
- "Secure, protect, and preserve significant caves for the perpetual use, enjoyment, and benefit of all people, and to foster increased cooperation and exchange of information with those who utilize caves for scientific, educational, or recreational purposes."
- "Protect and maintain caves and cave ecosystems in accordance with Federal law and develop volunteer management agreements with the scientific community or recreational caving groups to assist with cave protection…."

In consideration of the above premises, the parties agree as follows:

III. THE COOPERATOR SHALL:

A. Collaborate with the U.S. Forest Service in to identify, evaluate, manage, and protect cave resources on NFS and other lands for the purpose of maintaining their unique, nonrenewable and fragile biological, geological, hydrological, cultural, paleontological, scientific, and recreational values for present and future generations.
B. Consult on designation of significant caves as described in the Federal Cave Resources Protection Act of 1988. This includes submitting forms for designation, discussion of caves that need data to support designation, and collecting data to assist in the designation process.
C. Maintain confidentiality of locations of caves nominated and designated as significant, in accordance with the Federal Caves Resources Protection Act of 1988 16 USC §4301 Sec 5(a) and Title 36, Code of Federal Regulations, part 290.4(a) (36 CFR 290.4).
D. Collect and share data with the U.S. Forest Service to help manage caves and participate in conservation and restoration activities such as:
    a. Development of cave management plans.
    b. Inventory of cave locations and cave resources.
    c. Notifying the U.S. Forest Service of sensitive resources such as wildlife, geological, paleontological, and archaeological materials found in caves.
    d. Installation and maintenance of cave gates and signs.
    e. Assist with monitoring of visitor use and promoting responsible caving techniques.
    f. Providing surveying and cartographic assistance.
    g. Providing administrative support for cave resource programs.
    h. Conducting cave cleanup and restoration projects.
    i. Conducting research on caves and cave resources.
    j. Development of cave search and rescue plans.
    k. Assist with the development of interpretative programs and displays.
E. Identify in local sub-agreements, as funding and resources are available, how cave and karst resource information and locations will be handled. Local agreements will classify information ownership into two categories:
    a. Information belonging to the U.S. Forest Service, which is available as public information, unless specifically exempt under the Freedom of Information Act.
    b. Information belonging to cooperating organizations or volunteers which will be made available to the U.S. Forest Service to aid its management decision making. This information will be treated by the U.S. Forest Service as proprietary information under the Freedom of Information Act to the full extent the law allows.
F. Promote awareness of and responsible attitudes toward cave and karst resources and their management needs to Cooperator members and the public
G. Support responsible research in caves on NFS and other lands and encourage the dissemination of scientific information.

H. Participate in ongoing meetings, as necessary, to discuss and identify opportunities for cooperative work on mutually beneficial projects or activities for the promotion of cave conservation, research, and education.

IV. THE U.S. FOREST SERVICE SHALL:

A. Recognize NSS, its internal organizations, and knowledgeable cavers as natural partners in the collaboration necessary to manage cave and karst resources. Consultation with these groups and individuals is important because they are often the best source of information about caves, the primary special interest group, and major users of caves on National Forests.
B. Encourage volunteer involvement of qualified and experienced cavers and caving organizations in cave management projects using volunteer, participating, and cooperative management agreements. Development of these specific agreements shall be the responsibility of individual National Forests or their Districts and local internal organizations of the NSS.
C. Integrate the identification and management of caves and their associated resource values into resource management planning and management efforts and to avoid or minimize conflicts between cave resource management and other surface and subsurface resource management activities.
D. Provide user opportunities which are compatible and consistent with objectives set forth in Land and Resource Management Plans (Forest Plans). These might include recreation, education, research, or commercial activities, when those activities can be adequately managed.
E. Recognize the members of the NSS and its local chapters have specialized skills in cave search and rescue techniques that should be included in planning and execution of responses to emergency incidents by the Forest Service. The NSS also possesses specialized information and resources for cave rescue in the form of equipment caches and resource lists maintained by the National Cave Rescue Commission Regional Coordinators.
F. Participate in ongoing meetings, as necessary, to discuss and identify opportunities for cooperative work on mutually beneficial projects or activities for the promotion of cave conservation, research, and education.
G. Provide collected data (cave locations, inventories, etc.) compiled to the NSS to help with determining additional useful information needed, with the understanding to maintain the significant cave location confidential in accordance under Agreements executed between the NSS and individual Forests.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

A. White-Nose Syndrome (WNS) has had devastating effects on bat populations. As we have learned more about these impacts, we recognize that new and emerging threats to cave ecosystems may require modifications to existing protocols to mitigate potential threats while still enabling essential monitoring. Such

modifications may include new decontamination protocols, dedicated cave or research gear, etc. as identified through discussions between the NSS, U.S. Fish and Wildlife Service, and the U.S. Forest Service.

B. Unlimited access to cave resource information can lead to loss or damage of non--renewable resources. All parties agree to support the U.S. Forest Service guidelines for maintaining the confidentiality of cave locations, and any archeological and paleontological resources they may contain.

C. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Ray Keeler, Government Liaison Address: 6001 Pulaski Pike City, State, Zip: Huntsville, AL 35810 Telephone: 256-852-1300 Email: rckeeler@cox.net	Name: Geary M. Schindel, President Address: 6001 Pulaski Pike City, State, Zip: Huntsville, AL 35810 Telephone: 256-852-1300 Email: president@caves.org

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Limaris Soto, Caves and Karst Program Lead Address: 1617 Cole Blvd. Building 17 City, State, Zip: Lakewood, CO 80401 Telephone: 303-275-5378 Email: limaris.soto@usda.gov	Name: Katherine Brochu Address: 201 14th St NW City, State, Zip: Washington DC 20250 Telephone: Email: katherine.brochu@usda.gov

D. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement NSS acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the USDA has considered suspension or debarment is not necessary to protect the interests of the Government. If NSS

fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds NSS has expended in violation of sections 433 and 434.

E. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or NSS is sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the MOU.

To NSS, at NSS's address shown in the MOU or such other address designated within the MOU.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

F. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU in no way restricts the U.S. Forest Service or NSS from participating in similar activities with other public or private agencies, organizations, and individuals.

G. ENDORSEMENT. Any of NSS's contributions made under this MOU do not by direct reference or implication convey U.S. Forest Service endorsement of NSS's products or activities.

H. NONBINDING AGREEMENT. This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in a separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer anything of value.

Specific, prospective projects or activities that involve the transfer of funds, services, property, and/or anything of value to a party requires the execution of separate agreements and are contingent upon numerous factors, including, as applicable, but not limited to: agency availability of appropriated funds and other resources; cooperator availability of funds and other resources; agency and cooperator administrative and legal requirements (including agency authorization by statute); etc. This MOU neither provides, nor meets these criteria. If the parties elect to enter into an obligation agreement that involves the transfer of funds, services, property, and/or anything of value to a party, then the applicable criteria must be met. Additionally, under a prospective agreement, each party operates under its own laws, regulations, and/or policies, and any Forest Service obligation is subject to the availability of appropriated funds and other resources.

The negotiation, execution, and administration of these prospective agreements must comply with all applicable law.

Nothing in this MOU is intended to alter, limit, or expand the agencies' statutory and regulatory authority.

I. USE OF U.S. FOREST SERVICE INSIGNIA. In order for NSS to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.

J. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no U.S. member of, or U.S. delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.

K. FREEDOM OF INFORMATION ACT (FOIA). Public access to MOU or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).

L. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

M. PUBLIC NOTICES. It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. NSS is encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

"The Cave and Karst program of the U.S. Forest Service, Department of Agriculture, participates in the effective and efficient management of cave and karst resources."

NSS may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. NSS is requested to provide copies of notices or

announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.

N. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. NSS shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this MOU.

O. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. NSS shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

> ***In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)***
>
> **To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.**

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

> ***"This institution is an equal opportunity provider."***

P. TERMINATION. Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.

Q. DEBARMENT AND SUSPENSION. NSS shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should NSS or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

R. MODIFICATIONS. Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes

being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change.

S. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of the last signature and is effective through June 30, 2026 at which time it will expire.

T. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

Geary M Schindel 6/3/2021

Geary M. Schindel, President Date

David Rosenkrance, Acting Director Date
U.S. Forest Service, Minerals and Geology Management

The authority and format of this agreement have been reviewed and approved for signature.

ALLISON OWENS Digitally signed by ALLISON OWENS
Date: 2021.05.20 08:55:56 -04'00'

ALLISON OWENS Date
U.S. FOREST SERVICE, GRANTS MANAGEMENT SPECIALIST

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

APPENDIX AE
July 13, 1990
(Refer to Act 88-480)

Top of Acts

Guidelines for Research on Property Owned or Managed by the National Speleological Society

The following guidelines apply to research on any property, including surface and caves, owned, leased, or managed by the National Speleological Society (Society property). These guidelines have been established with three goals in mind: conservation, safety, and accountability. They are not intended to be a hindrance, but rather to encourage responsible research and to ensure that the results are made available to other members of the Society.

1. A brief summary of proposed research projects on Society property should be submitted to the Research Advisory Committee (RAC) Chairman prior to initiation of the project. The planned schedule, field procedure, and collecting (if any) should be explicitly described.
2. Approval must be obtained from the RAC before research can proceed, if any of the following are anticipated. The proposal should also be accompanied by a statement of approval from the management committee responsible for the property.
    a. Collecting of any kind. See additional guidelines in 7 below.
    b. Disruption of the natural state of the property.
    c. Water tracing with dissolved or suspended materials.
    d. Entry to restricted areas or during restricted times. A statement of approval to do so from the local management committee must accompany the proposal. The proposal must state explicitly how the impact of the research on the site will be minimized.
    e. Censuses of animal populations where threatened or endangered species are present.
3. A yearly summary of research projects should be submitted to the RAC for publication in the Journal of Cave and Karst Studies.
4. Researchers on Society property must adhere to the policies of the Society and of the local management committee as well as state and federal law.
5. No research will be permitted that endangers visitors, biota, or environmental quality.
6. Researchers having permission to enter restricted areas, or during restricted times, may be accompanied only by persons aiding the research.
7. Guidelines for sampling:
    a. Approval for collecting will be granted only to qualified persons with demonstrable credentials (including prior publication of related research), or by persons under the direct supervision of such an authority.

b. Any required state and federal collecting permits must be obtained by the researcher.
c. Sampling should cause as little degradation of the natural aspect of the cave or property as reasonably possible.
d. No more than 5% of any population (e.g. biota) or material (e.g. sediment) should be removed. Exceptions include materials that are not indigenous to the site and which are in danger of being damaged if left in place, or which must be entirely removed to be studied (e.g. bones or artifacts).
e. Sampling of water does not require RAC approval except where the residence time (pool or stream volume divided by the rate of inflow) is more than one year.
f. No endangered species may be collected, except under extraordinary circumstances (e.g. where the species habitat is threatened). These circumstances must be described in the research proposal submitted to the RAC.
g. No *in-situ* speleothems or macroscopic fossils in bedrock may be collected except under extraordinary circumstances which must be described in the research proposal. Collecting permits ordinarily apply only to loose fragments.
h. Bedrock sampling should consist of loose fragments wherever possible.
i. No collecting will be permitted simply for display purposes.
j. Samples must be located explicitly, both horizontally and vertically, with the aid of surveys or maps to ensure that collecting is systematic and not haphazard.
k. After completion of the project, any remaining samples are to be donated to the NSS Museum along with a list identifying each and giving its explicit location. When feasible, future researchers should use these collections rather than collect new samples.

APPENDIX AF
JUNE 11, 1984
Refer to Act 41-763
Revised 10/27/12:14, 07/08/05

Top of Acts

Memorandum of Understanding
between the
U.S. Department of Interior, Bureau of Land Management
and
The National Speleological Society
and
The Cave Research Foundation

This **MEMORANDUM OF UNDERSTANDING (MOU)** is hereby entered into by and among the U.S. Department of the Interior Bureau of Land Management (BLM), hereinafter referred to as the BLM; the National Speleological Society (NSS), hereinafter referred to as the NSS; and the Cave Research Foundation (CRF), hereinafter referred to as the CRF to facilitate cooperation and enhance the study, protection, restoration, education, and management of cave and karst resources on BLM managed lands.

I. BACKGROUND

The first national MOU among the BLM, NSS, and CRF was signed in 1984. Since that time the Federal Cave Resources Protection Act of 1988 was passed, several changes in the BLM volunteer program have taken place, and changes in the requirements for MOUs have been initiated. This MOU updates and replaces the 1984 agreement to reflect those changes.

The BLM, NSS, and CRF recognize the value in promoting public-private partnerships that encourage responsible use of public land caves and karst lands. They actively participate in the conservation, protection and responsible use and enjoyment of these natural resources and share a common interest in disseminating this information to the public.

II. PURPOSE

The purpose of the MOU is to establish a framework for the development of cooperative management and volunteer agreements between the BLM and the NSS or the CRF. These types of agreements provide official recognition to cooperators and volunteers, and encourage these organizations to make a greater commitment in aiding BLM's management of unique, nonrenewable cave and karst resources on public lands.

BLM has a history of working with volunteers who are members of organizations interested in caving, primarily members of the National Speleological Society (NSS) and the Cave Research Foundation (CRF). In recognition of shared concerns and the benefits of cooperation, the BLM, the NSS, and the CRF developed this Memorandum of Understanding (MOU).

A. The BLM is responsible for the management of approximately 1,000 caves and karst areas nationally. These resources may provide critical groundwater recharge along with their associated resurgences and wildlife habitat; repositories for cultural and paleontological materials; unique geologic and mineralogic resources; fragile biologic communities; and unique recreational settings. Management responsibilities include ensuring a safe and enjoyable use of public lands for scientific, recreational, and educational activities while protecting the cave and karst resources.

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

C. The Cave Research Foundation, a non-profit volunteer organization incorporated in 1957, is dedicated to facilitating research, managing and interpreting caves and karst resources, forming partnerships to study, protect and preserve cave and karst resources, and promoting the long term conservation of caves and karst ecosystems. The CRF conducts research on caves and karst features throughout the world. It has conducted most of its work in the United States on Federal lands.

III. AUTHORITY

This MOU is entered into by the BLM under the following authorities:

A. The Federal Land Policy and Management Act of 1976, Section 307(b), 43 U.S.C. 1737(b).

B. The Federal Cave Resources Protection Act of 1988, Sec 4(b)(3), 16 U.S.C. 4303(b)(3).

IV. RESPONSIBILITIES and PROCEDURES

A. The Bureau of Land Management will:

1. Provide non exclusive access to BLM administered lands for cave/karst related projects.
2. Inform the NSS and CRF of opportunities for cave/karst related research.
3. Cooperate in conducting studies and other cave/karst related projects on BLM lands. These projects may include but are not limited to cave exploration, scientific investigations, restoration, administration assistance, interpretation, mapping, and the development of cave management documents.
4. Acknowledge the work products and data gathered by the NSS and CRF under this agreement in all pertinent BLM publications and any transmittal of such material outside the BLM. Maintain all sensitive cave information gathered as part of this agreement as proprietary and not subject to the Freedom of Information Act.

B. The NSS and CRF will:

1. Provide to the designated BLM managers reports on their work and other activities on BLM lands and any other information acquired from their activities on BLM lands done under this agreement that is considered helpful in the preservation, management or interpretation of caves and karst.
2. Acknowledge the BLM in their publications and other works resulting from NSS and CRF activities under this agreement.

3. Encourage research in caves and karst and support graduate research through fellowships and grants.
4. Make no public statements on cave and karst related matters relating to BLM lands or policy without first gaining BLM approval in writing.

C. Cooperative Management Agreements:
1. The BLM, NSS, and CRF may enter into cooperative management agreements (CMA).
2. The CMA will describe the actions required of the cooperating organization(s) and the BLM.

D. Volunteer Agreements:
Members of the NSS and CRF are encouraged to sign volunteer agreements with the BLM in accordance with BLM Manual Section 1114. Members may sign either individual or group volunteer agreements for specific projects or long term services rendered.

V. GENERAL PROVISIONS

The BLM, NSS, and CRF agree that:

A. Nothing in this MOU may be construed to obligate BLM or the United States to any current or future expenditure of resources in advance of the availability of appropriations from Congress. Nor does this MOU obligate BLM or the United States to spend funds on any particular project or purpose, even if funds are available.

B. Nothing in this MOU may be interpreted to imply that the United States, the Department of the Interior, or the BLM endorses any product, service, or policy of the NSS or CRF or any of its member organizations. The NSS and the CRF will not take any action or make any statement that suggests or implies such endorsement.

C. Information furnished to the BLM under this MOU is generally not subject to disclosure under the Freedom of Information Act (5 U.S.C. 552), as provided in the Federal Cave Resources Act of 1988, Sec. 5. CONFIDENTIALITY OF INFORMATION CONCERNING NATURE AND LOCATION OF SIGNIFICANT CAVES.

D. The parties will comply with the Federal Advisory Committee Act to the extent it applies.

E. This MOU in no way restricts the BLM or the NSS or CRF from participating in similar activities or arrangements with other public or private agencies, organizations, or individuals.

F. During the performance of this agreement, all parties will abide by the terms of Executive Order 11246 on nondiscrimination and will not discriminate against any person because of age, race, color, religion, sex, national origin, or disability.

G. Nothing herein is intended to conflict with the current Department of the Interior, NSS, or CRF directives. If any term of this agreement is deemed inconsistent with those directives, then the portions of this agreement that are inconsistent shall be null and void; but the remaining terms and conditions will remain in full force and effect.

H. Prior to any issuing any press, media releases, published advertisements, or other statements intended for the public, involving activities covered in this MOU, the NSS and CRF will consult with and obtain permission from BLM.

I. Modifications within the scope of the MOU shall be made by mutual consent of the parties hereto, by the issuance of a written modification, signed and dated by the parties, prior to any changes being performed.

J. This MOU becomes effective upon signature by the BLM and the NSS and CRF and, unless terminated, shall be in force for five years from the date of the last signature, at which time this MOU shall automatically terminate unless renewed by all parties hereto. Any party to this MOU reserves the right to withdraw from this agreement, or any part thereof, at any time upon 30 days prior written notice to the other party hereto.

K. The principal contacts for this MOU are:

Bureau of Land Management Project Contact	National Speleological Society Project Contact	Cave Research Foundation Project Contact
Andy Tenney Division Chief National Recreation and Visitor Services Division (WO250) USDI Bureau of Land Management XXX M Street Washington, D.C. 20036	Wm Shrewsbury NSS President 2813 Cave Avenue Huntsville, AL 35810-4431	Charles Fox CRF President 5527 Nighthawk Dr. Indianapolis, IN 46254
Phone: 202-912-7094	Phone: 256.852.1300	Phone: (317) 297-1918
FAX:	FAX:	FAX:
E-Mail: CTenney@blm.gov	E-Mail: president@caves.org	E-Mail: charles.d.fox@cave-research.org

BLM Administrative Contact	NSS Administrative Contact	CRF Administrative Contact
Jim Goodbar BLM Senior Cave & Karst Resources Specialist National Recreation and Visitor Services Division (WO250) USDI Bureau of Land Management 620 E. Greene St. Carlsbad, New Mexico 88220	Tom Evans NSS Government Liaison	Pat Kambesis Hamilton Valley Director 177 Hamilton Valley Rd. Cave City, KY 42127
Phone: (505) 234-5929	Phone:	Phone: (270) 773-8955
FAX: (505) 885-9264	FAX:	FAX:
E-Mail: JGoodbar@blm.gov	E-Mail: cavertevans@gmail.com	E-Mail: pnkambesis@juno.com

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

Bob Abby — Date
Director, BUREAU OF LAND MANAGEMENT

//signed// — 10/02/12
Wm Shrewsbury — Date
President, NATIONAL SPELEOLOGICAL SOCIETY

Charles Fox — Date
President, CAVE RESEARCH FOUNDATION

APPENDIX AG
August 4, 1989
(Refer to Act 19-482)
Amended 08/09/13:18

Top of Acts

Guidelines for Grants from the Sara Corrie Memorial Fund

1. Grants will be given in amounts of up to $1000.00

2. Grants will be given from the income to the principal. The principal is to be invested by the NSS or the NSF in the same manner that other perpetual funds are invested.

3. Up to six grants per year may be given, selected from requests that have been received. No group may receive more than one grant in one calendar year. Applications will be considered for one year. Groups may reapply after that period of time.

4. All grants will be announced at the convention.

5. Recipients are asked to send a brief report of how the money was used within six months of receipt. These reports will be used by the U.S. Exploration Committee to report annually in the *NSS News*.

6. The fund will be publicized with letters to each internal organization, an *NSS News* article, and information available at the convention.

7. The total grants given during the year shall not exceed the income from the fund in the previous year.

8. Any funds not awarded during the NSS fiscal year will revert back to the principal of the NSF Sara Corrie Fund.

Top of Acts

APPENDIX AH
November 9, 1991:5
Refer to Act 41-758
Revised 03/07/20:3, 07/30/18:22, 03/23/13:10, 07/08/05, 10/20/01

MEMORANDUM OF UNDERSTANDING
Cave and Karst Resource Protection

Memorandum of Understanding
between
The Department of the Interior
National Park Service
and the
National Speleological Society

This Agreement is entered into by and between the National Park Service in the United States Department of the Interior (hereinafter "NPS"), and the National Speleological Society (hereinafter "NSS").

Whereas, it is the policy of the NPS to encourage scientific research on, and interpretation to the public of natural features and processes in areas under its administration; and

Whereas, The NSS is a non-profit membership organization that includes individuals, Grottos, and Internal Organizations (IO's) dedicated to the scientific study of caves and karst landscapes; protecting caves and their natural and cultural contents through conservation, ownership, stewardship, and public education; and promoting responsible cave exploration and fellowship among those interested in caves; therefore

ARTICLE I – BACKGROUND AND OBJECTIVES

The objective of this Agreement is, pursuant to the Federal Cave Resources Protection Act of 1988, to cooperatively engage NSS members in the inventory, scientific study, management, and protection of caves and cave resources located on lands administered by the NPS.

It is mutually agreed that the NPS and the NSS will cooperate in conducting studies and other cave related projects within the National Park System. These projects may include but are not limited to cave exploration, education, restoration, administration assistance, interpretation, mapping, inventories, research, monitoring, and the development of cave management documents. The NPS will develop project and site-specific operating procedures with NSS individuals, IO's and Grottos, and issue scientific research and collecting permits or special use permits, as appropriate. The NPS recognizes the independent nature of the NSS IO's and

will not hold the NSS responsible for an IO's non-participation, lack of compliance, or other actions taken under any specific park operating procedures. The NPS may use the results of NSS studies and projects in its development and application of cave management practices and procedures and in its interpretation for the public of the natural and historic features in units of the National Park System. The NSS recognizes the individual responsibilities and jurisdiction of each individual park and will not hold the NPS responsible for a park's non-participation in activities outlined in this agreement.

The NSS shall provide to the designated NPS managers reports on its work and other activities in the parks and any other information acquired from its activities on lands administered by the NPS that the NPS considers helpful in the preservation, management or interpretation of caves and karst. Such information includes, but is not limited to, reports required as conditions of permits, the location and nature of paleontological and archaeological resources, cave surveys (cartographic and biological), and cave locations.

This agreement, by itself, does not authorize any activity in any individual park but encourages the NPS and NSS to work cooperatively.

ARTICLE II – AUTHORITY

The authority for this Agreement is 54 *U.S.C. §§ 100101*.

ARTICLE III – STATEMENT OF WORK

The parties agree that:

A. The National Park Service will:

1. Provide access to lands and the caves beneath those lands administered by the NPS for the stated purposes of this MOU and consistent with purposes and conditions of appropriate park permits.

2. Advise the NSS of opportunities for cave related studies and projects.

3. Advise the NSS of research and cave management policies, and monitor and supervise the activities covered by this Memorandum.

4. Provide appropriate aid and assistance to the NSS in the development and implementation of safety programs and search and rescue plans for cave and karst related projects and studies.

5. Unless the parties otherwise agree, hold as proprietary and confidential materials submitted by the NSS that are labeled "proprietary and confidential."

6. Acknowledge the work products and data gathered by the NSS in its publications and in any NPS use of NSS material.

7. Recognize the NSS, its IO's, and knowledgeable individual cavers as natural partners in the collaboration necessary to understand and manage cave and karst resources.

8. Acknowledge the members of the NSS and its local chapters who have specialized skills in cave search and rescue techniques and appropriate resources including specialized equipment. Recognize that NSS also possesses specialized information and resources for cave rescue in the form of equipment caches and resource lists maintained by the NCRC regional coordinators.

B. The National Speleological Society will:

1. Conduct projects and studies in caves of the National Park System.

2. Provide to the NPS as agreed in advance (e.g. in operating procedures developed between parks and NSS), written reports of all activities, maps and other documents (e.g. computerized survey data and/or originals or copies of survey notes) that result from work conducted under this MOU.

3. Provide to the NPS for NPS freely to use in its activities copies of any annual reports or occasional publications resulting from projects accomplished under the provisions of this MOU and operating procedures with individual parks (such as management or scientific reports) as they become available.

4. Acknowledge the assistance of the NPS in NSS publications and other works resulting from activities conducted under this MOU.

5. Educate NSS members and affiliates about the requirement to maintain confidentiality of the nature and specific location of caves in NPS areas, consistent with NPS Management Policies (2006) 4.1.2 (National Resource Information) and 4.8.2.2 (Caves); the Federal Cave Resources Protection Act (16 USC 4304); the National Parks Omnibus Management Act of 1998 (54 USC 100707; and federal regulations at 43 CFR 37.12 (Confidentiality of cave location information).

C. The National Park Service and the National Speleological Society will:

1. Coordinate, as practicable, publicity concerning the NSS's discoveries, findings, and other activities (as long as such publicity does not conflict with the confidentiality provisions of the Federal Cave Resources Protection Act, the National Parks Omnibus Management Act, and other applicable laws or regulations) on lands administered by the NPS. The NPS reserves the right to issue news releases and other information determined by the NPS to be newsworthy without clearance or approval of the NSS.

6. Ensure that any trip reports, popular or scientific articles for caving publications, scientific journals, and any other media receive clearance and concurrence, from the park superintendent, prior to publication in order to ensure

compliance with the confidentiality provisions of NPS Management Policies (2006) 4.1.2 (National Resource Information) and 4.8.2.2 (Caves); the Federal Cave Resources Protection Act (16 USC 4304); the National Parks Omnibus Management Act of 1998 (54 USC 100707; and federal regulations at 43 CFR 37.12 (Confidentiality of cave location information).

2. Sign amendments to this Memorandum of Understanding as needed.

3. Adhere to NPS Management Policies, including observance of NPS requirements regarding scientific and scholarly integrity (see Director's Order #79).

ARTICLE IV – TERM OF AGREEMENT

This Agreement will be effective for a period of 5 years from the date of final signature, unless it is terminated earlier by one of the parties pursuant to Article VI that follows.

ARTICLE V – KEY OFFICIALS

A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. They are:

1. For the NPS:
   Chief, Geologic Resources Division
   Harold Pranger
   12795 W. Alameda Parkway
   Lakewood, CO 80228
   Telephone: 303.969.2014
   Email: harold_pranger@nps.gov

2. For NSS:
   President, The National Speleological Society, Inc.
   Geary Shindel
   6001 Pulaski Pike
   Huntsville, AL 35810-1122 USA
   Telephone: 256.852.1300
   Email: president@caves.org

B. Key officials may delegate their authority and responsibility hereafter.

C. Changes in Key Official – Neither the NPS nor the NSS may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be appropriate to the purposes of this MOU and will be memorialized by an exchange of letters. The letters will become part of the MOU.

ARTICLE VI – MODIFICATION AND TERMINATION

A. This Agreement may be modified only by a written instrument executed by the parties.

B. Either party may terminate this Agreement by providing the other party with thirty (30) days advance written notice. In the event that one party provides the other party with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and to try to resolve their differences. In the event of termination of this Agreement, any Scientific Research and Collecting Permits or Special Use Permits then in force will be continued to term or canceled, depending on circumstances at the time.

ARTICLE VII – STANDARD CLAUSES AND ADDITIONAL TERMS

A. During the performance of this Agreement, the participants agree to abide by the terms of U.S. Department of the Interior - Civil Rights Assurance Certification, nondiscrimination and will not discriminate against any person because of race, color, religion, sex, or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, sexual orientation, national origin, disabilities, religion, age, or sex.

B. No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this agreement, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.

C. All obligations of the NPS hereunder are subject to the availability of funds and to such direction and instructions as may have been or are hereafter provided by Congress.

D. The NSS will not publicize, or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) that states or implies Governmental, Departmental, bureau, or Government employee endorsement of a product, service, or position which the NSS represents. No release of information relating to this Agreement may state or imply that the Government approves of the NSS's work product, or considers the NSS's work product to be superior to other products or services.

E. Public Information

(a) Use of Name and Marks
NSS shall not use park unit names, NPS, National Park Service, or the NPS arrowhead logo or the name or logo of the Department of the Interior on any public information releases relating to any invention, product or service that is directly or indirectly related to either this Agreement or any patent license or assignment agreement that implements this Agreement without the prior approval of the NPS.

(b) NPS Credit Line
Upon request by NPS, NSS agrees to include an NPS-provided credit line in information that NSS publicly releases and to require its licensees and sublicensees

to include an NPS-provided credit line in information they publicly release.

F. The opportunity this MOU provides to the NSS, its IO's, and Grottos to conduct exploration, studies, projects, and cartography or interpret caves or karst features on lands administered by the NPS is nonexclusive. The NPS reserves the right to permit any person or organization which it deems qualified to conduct projects or studies and interpret caves or other karst features within any lands it administers.

G. NSS is not an agent or representative of the United States, the Department of the Interior, or NPS, nor will NSS represent itself as such to third parties. NPS employees are not agents of NSS and will not represent themselves as such to third parties. No joint venture, joint enterprise or other entity is created by this Agreement.

H. The NSS agrees to indemnify, save, and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any act or omission of the NSS, its officers, its employees, or its agents, arising out of or in any way connected to activities authorized pursuant to this agreement. This obligation shall survive the termination of this agreement. Except as provided herein nothing shall restrict the rights of the United States or the NSS as provided by law.

I. The construction validity, performance and effect of this Agreement for all purposes shall be governed by applicable Federal laws.

ARTICLE VIII – SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below

FOR THE NATIONAL PARK SERVICE

/s/ February 6, 2020
Harold S. Pranger, II Date
Chief, Geologic Resources Division

FOR THE NATIONAL SPELEOLOGICAL SOCIETY

/s/ January 13, 2020
Geary M. Schindel, President Date
National Speleological Society, Inc.

** T*his document has been reformatted to mirror the style used in this manual. Consult the original MOU to view official signatures. ***

Top of Acts

Memorandum of Understanding

Between the

Nature Conservancy

and

The National Speleological Society

WHEREAS, The National Speleological Society (NSS) is the largest and best-known non-profit membership organization in the world concerned with caves, cave related features and groundwater, cave conservation and management, and safe and proper cave visitation; and,

WHEREAS, The Nature Conservancy (TNC) is a non-profit conservation organization dedicated to the preservation of biological diversity globally, and devoted to the protection of areas important to the survival or rare plant and animal species and natural communities; and,

WHEREAS, many caves and areas of karst and pseudokarst topography contain delicate ecosystems frequently supporting uncommon, rare, and endangered species which are vulnerable to impact by some human activities, and also contain other delicate and fragile geological, archaeological, paleontological, historical, and other features which are similarly vulnerable; and,
WHEREAS, the NSS organizes, educates, and positively influences many cavers to be more careful and conscientious about minimizing the impacts of visitation; and,

WHEREAS, the NSS seeks to conserve not only the biological values of caves but also other natural features of scientific, aesthetic, and recreational values, such as geological and archaeological deposits and natural and unpolluted water flow; and,

WHEREAS the NSS seeks to preserve, consistent with sound management techniques, the privilege of visiting caves for the purposes of recreation and research and the safe exercise of that privilege; and,

WHEREAS, TNC seeks to protect many cave systems from serious impacts of human activities so as to maintain viable habitats for species known or thought to be rare or endangered by state or national standards; and,

WHEREAS, the NSS through its local chapters, known generally as ``grotto,'' and through its regional and national-level internal organizations currently assists TNC, among other organizations and agencies, in the management of several caves TNC owns or protects through other means; and,

WHEREAS, TNC seeks cooperation from cavers in its efforts to protect caves generally and will specifically require special assistance from cavers to provide management as prescribed as necessary for the maintenance of cave species found only in certain caves; and,

WHEREAS, both the NSS and TNC have expressed at various times through appropriate representatives their desire to recognize their common ground and to work even more closely together,

THEREFORE, the National Speleological Society and The Nature Conservancy, in order to foster the protection of caves harboring important animals and natural features, and in order to foster increased communication and cooperation between both organizations at all levels, hereby jointly develop and adopt this Memorandum of Understanding and do also hereby agree as set forth below:

GENERAL AGREEMENTS

I. NSS/TNC LIAISON

Each organization will appoint a Liaison through whom all materials and questions may be funneled. Each Liaison will distribute information received from the other organization to the appropriate individuals or committees of his or her own organization.

II. EXCHANGE OF INFORMATION

For cave properties being considered for acquisition or management, the two organizations may work together to obtain as much pertinent information as is possible and as is needed for that purpose. This information may include, but is not limited to: data on the location and extent of caves (including topographical and subterranean maps), and the occurrence of certain cave species and certain cave natural features. Both organizations recognize that some data about caves are sensitive, and agree to treat sensitive data in such a way that does not jeopardize the condition of cave resources.

Both organizations will encourage communication between their members regarding cave management philosophies and practices, cave protection and management plans and planning documents, and cave management expertise and contracts. Access to and attendance at each others' planning meetings, conferences, and gatherings will be encouraged, as will membership in each others' organizations and on each others' relevant committees.

III. CAVE PROTECTION AND MANAGEMENT

Each organization may request the assistance of the other in management and protection strategies for cave properties and upon request will assist the other as far as possible in reaching mutual goals.

Both organizations will support, and urge their members and other to support, careful and conscientious use of the cave and groundwater resources, agreeing to make visitation as low-impact as possible, with visitors and researchers leaving as little trace as possible.

Recognizing the special concern and expertise in The Nature Conservancy for species and habitat preservation, the National Speleological Society should consult with TNC and appropriate experts concerning its management practices at caves it owns or manages that impact biological species of concern to TNC or of special interest to the NSS.

Recognizing the broad interest and expertise of the National Speleological Society concerning the cave environment, including mineral deposits, archaeological, paleontological, biological, and historical materials, and the effects of cave and karst hydrology and geology on water resources and construction engineering, The Nature Conservancy should consult with the NSS and appropriate experts

concerning such resources and their management at caves owned or managed by TNC. It may also bring problems concerning such resources at other caves to the attention of the NSS.

Both organizations will support a position that no cave will be restricted from visitation any more than is legally mandated or required to maintain safe and viable habitat for biological species or to protect other significant cave natural features.

Both organizations agree not only to support, but also to help the other support, mutually accepted positions, by communicating frequently the status and intentions of protection and management activities and the effects these are having upon the natural resources of caves so both organizations and their members may know the role they are playing in protecting caves and cave species.

SPECIFIC AGREEMENTS

In addition to and in furtherance of the above agreements, the two organizations have determined that there are several specific actions they can and will take, and therefore the two parties agree that:

The Nature Conservancy, acting with the advice of its National Board of Governors, through its staff and volunteers at all levels, will:

1. In response to specific requests, inform the NSS of past and new purchases of properties containing caves and to send the NSS copies of press releases, inventories, management plans, and other documents relevant to TNC cave management;
2. Invite at least one NSS member to serve on any TNC preserve committee involving land containing caves;
3. Direct its Stewardship and Preserve Committees periodically to review their access policies and, wherever appropriate, provide for ``open'' periods or special trips during which NSS members and other responsible groups and individuals would be allowed to enter caves usually restricted, so long as such visitation does not negatively impact significantly any species or natural features.
4. Assist the NSS in the acquisition and/or cooperative purchase of land containing caves used as habitat for species of concern so long as in the case of a cooperative purchase the NSS is able to provide a commitment to repurchase the land from TNC within a preagreed time period;
5. Provide management advice, expertise, materials, and training to the NSS such as would be useful to them in the management of caves;
6. Encourage State Natural Heritage Programs to work with NSS members and state cave surveys in the exchange of information on caves, cave location and extent, and occurrence of cave species and natural features;
7. Encourage its members and staff to work with the NSS at every opportunity and include in its newsletters and other publications descriptions of the Memorandum of Understanding and examples of cooperation between the two organizations;
8. Share with NSS members its intentions and plans to acquire and/or protect and manage certain caves so as to seek their assistance and input into TNC planning and additional information which may improve cave and species protection strategies; AND

The National Speleological Society, acting with the advice of its national Board of Governors, through its staff and volunteers at all levels, will:

1. Encourage its members and staff to work with TNC at every opportunity and include in its newsletters and other publications descriptions of this Memorandum of Understanding and examples of cooperation between the two organizations;
2. Seek to recommend at least one knowledgeable member per cave owned and/or managed by TNC who can help TNC reach its goals in protecting and managing the cave;
3. Share with TNC expertise in cave management, including names of experts in particular fields of study pertinent to research management and protection of a specific cave or caves of a given area;
4. In response to specific requests, provide information on caves, their location and extent, and the occurrence of cave natural features or biological species to TNC or the State Natural Heritage Programs, in order to improve information bases upon which protection and selection decisions are made;
5. Assist TNC in establishing and/or reviewing its policies with respect to cave protection and management;
6. Encourage its members to provide special help as needed and or requested by TNC in the management of any cave, such as in the building and maintenance of any access control structures, and in developing and implementing a visitation and research policies.

THIS MEMORANDUM OF UNDERSTANDING hereby creates a unique relationship of increased cooperation and communication between the National Speleological Society and The Nature Conservancy. It is understood, however, that final decisions concerning the management of specific properties lie with the board of directors of the respective organization that owns the property concerned. It is further agreed that this Memorandum of Understanding may be canceled by either party with thirty days' written notice.

Both organizations showing support for the above agreements and statements with authorized signatures below:

/s/ John P. Scheltens — 2-14-92
John P. Scheltens, President — Date
National Speleological Society

/s/

Date

The Nature Conservancy

APPENDIX AJ
November 6, 1993
Refer to Act 50-541

Top of Acts

CAVE and KARST PRESERVATION POLICY

Caves and areas of karst and pseudokarst development are sensitive environments that often interact with surface and subsurface waters and ecosystems. They frequently harbor recreational, historical, and natural resources of considerable significance.

The National Speleological Society believes that all caves and cavernous areas are important; that cave wilderness, like surface wilderness, is a valuable resource that should be protected regardless of official designations or boundaries; and that caves and cavernous areas, with their unique environment and development, may require management measures that are independent of geographic boundaries or designations established for the management of other surface or subsurface resources.

Accordingly, the Society endorses, supports, and advocates the implementation of the following precepts:

- No cave or cavernous area should be altered or modified without a full, balanced, and conservative study of the impact of such action, including input from knowledgeable persons specifically experienced in the exploration and scientific study of caves and cave resources.

- Cave resources should be protected by keeping wild caves wild and free from human manipulations and alterations that hamper the free play of natural forces, endanger cave and karst ecosystems, or diminish the pleasure of future visitors.

- Special efforts should be made to preserve the integrity of ecological and hydrologic systems within caves and cavernous terrains.

Where formal designation of Cave Wilderness is a useful tool in protecting this resource, the National Speleological Society will support such designation through actions of its Board of Governors.

APPENDIX AK
November 8, 1997
(Refer to Act 41-601)
Amended 07-08-05

Top of Acts

MEMORANDUM of UNDERSTANDING BETWEEN BAT CONSERVATION INTERNATIONAL, INC. and the NATIONAL SPELEOLOGICAL SOCIETY

This Memorandum of Understanding (MOU) is made and entered into by and between Bat Conservation International, Inc., hereinafter referred to as BCI, and the National Speleological Society, hereinafter referred to as NSS.

I. Purpose

The purpose of the MOU is to provide a framework for cooperative activities necessary to the conservation of bat species and their habitat, particularly caves and the areas around them. Collaboration under the MOU would encourage research of known and potentially important roost sites, subsequent protection, and education of NSS cavers, land managers, and the general public. Partnership will result in a better understanding of cave usage by bats, and more informed management decisions. Planned cooperative publications, such as a revised Gating Manual and new educational brochures, will benefit both bats and the caves they use.

II. Statement of Mutual Interest and Mutual Benefits

BCI was formed to promote the conservation of bats by contributing to the study of bats and their habitats worldwide and by educating people about the needs of bats and their valuable roles in ecosystems. BCI provides information and service to scientists, land managers, and the public.

The NSS is a group of volunteer cavers and speleologists from many backgrounds brought together by their common interest in caves. Many cavers are active conservationists, protective of the cave resources they enjoy. The NSS and its members assist scientists and land managers in the study and protection of cave resources, and many members go on to become scientists and resource managers themselves.

It is the desire of both parties to cooperate fully with each other in matters relating to the study and protection of bats and their cave roosts, and to educate others as to the roles and values of bats and cave ecosystems.

In consideration of the above premises, the parties agree as follows:

III. BCI shall:

1. Meet at least annually with representatives of the NSS to discuss current and future bat education and conservation proposals.

2. Cooperate with the NSS in meeting the purposes of this MOU and in accomplishing items of mutual interest and benefit related to the protection and conservation of bats. Such cooperation may include training, inventory, habitat improvement and restoration projects, education, or research projects.

3. Enter into specific agreements with the NSS to accomplish agreed-upon work which will be developed supplemental to this agreement. Such work may include training, consultation, habitat projects, education, or research projects.

4. Not refer to this MOU in commercial advertising in a manner which states or implies that the activities of BCI are approved or endorsed by the NSS.

5. Understand that any press releases or other written material produced by or for BCI discussing this agreement or its purposes must have prior written approval of the NSS.

IV. The NSS shall:

1. Identify, define, and consider undertaking the various projects which will facilitate the achievement of the mutual benefits outlined in this MOU. These projects may include, but are not limited to:

- Pursuing the identification and protection of currently used and historic bat caves.
- Development of materials designed to educate cavers, land managers, and the general public about bats and their habitats.
- Promoting bat conservation techniques to NSS members through articles, workshops, and technical bulletins, such as revised Gating Handbook.
- Encouraging the study of caves and bats by researchers.

2. Assist BCI in identifying activities which will facilitate the development and implementation of programs for the conservation of bats and their habitats.

3. Coordinate planning with appropriate State and Federal agencies to ensure that projects developed under this MOU are consistent with State and Federal Management objectives for wildlife and caves.

V. It is mutually agreed and understood by and between the said parties that:

1. This MOU is neither a fiscal nor a funds obligation document. Any endeavor involving reimbursement or contribution of funds between the parties of this MOU will be handled in accordance to applicable laws, regulations, and procedures.

2. This agreement in no way restricts BCI or the NSS from participating with other public and private agencies, organizations, and individuals or from accepting contributions and gifts for the improvement, development, administration, operation, and maintenance of cave resources, specifically as they relate to bats.

3. This MOU may be revised, as necessary, by the issuance of a written amendment, consented to, signed and dated by both parties.

4. Either party may terminate this MOU by providing 60 days written notice. Unless terminated, this MOU will remain in full force and effect.

5. During the performance of work undertaken pursuant to the MOU, any supplements hereto, or any specific agreement entered into pursuant to the authority of this MOU, the parties shall not discriminate on the grounds of race, color, creed, gender, age, physical handicap, or national origin.

VI. Liaisons:

BCI and NSS shall establish the NSS-BCI Liaison Committee, which shall consist of one member from each organization. One shall be a member of the NSS, appointed by its Board of Governors. The other shall be appointed by BCI. The liaison committee shall be responsible for keeping each organization informed of projects, goals, and activities of the other organization. The liaison committee shall also promote understanding and cooperation between the NSS and BCI.

VII. Effective date:

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last written date below.

Bat Conservation International	National Speleological Society
Date	Date
Steven M. Walker Associate Executive Director	Dave Luckins President

APPENDIX AL
August 3, 1998
(Refer to Act 19-798)
Amended 03-15-08:18, 10-13-07:14 & 19, 03-20-04

Top of Acts

GUIDELINES FOR THE NSS SECONDARY AND POST-SECONDARY EDUCATOR GRANT

Background - The Research Advisory Committee (RAC) of the National Speleological Society, Inc. (NSS) has established a program of small grants to support cave-related research by students and their educators. Many karst scientists and scholars who have made significant contributions started as young cavers and developed a passion for cave science. Today's young and curious cavers/scientists are the people who will be future leaders in the field of cave and karst studies.

Purpose - The purpose of this grant is to make an investment in the future of cave and karst science by supporting outstanding research proposals submitted by educators of secondary and post-secondary undergraduate students. The program is funded by money approved in the yearly RAC operating budget.

Grant Name - The grant is called the NSS Secondary and Post-Secondary Educator Grant.

Eligibility Educators in U.S. secondary schools and educators that instruct undergraduates in U.S. post-secondary institutions. Complete proposals must be submitted by the due date to be considered for grants.

Grant Amounts Each year, ten percent of the amount available from the Ralph W. Stone Research Fund, as defined by Board Act 19-138, will be made available for these grants based on an annual review of research proposals by a panel of karst scientists in a manner similar to that of the NSS Small Grant program. More than one grant may be offered each fiscal year.

Call For Proposals - A call for proposals is published annually in the October and November issues of the *NSS News* and the summer or fall issue of the *Journal of Cave and Karst Studies*, although the advertising schedule is at the discretion of the program administrator.

Proposal Contents - Proposals must include: (1) a narrative of up to four double-spaced pages describing the motivation for the study and presenting a clear statement of the objectives and methodology to be used (citing pertinent literature as appropriate); (2) a brief discussion that includes the role of students in the project and a list of planned products or outcomes; (3) a detailed budget; (4) a brief statement of up to 250 words on the experience

and interests of the applicant; and (5) one or more letters of recommendation from individuals who are capable of evaluating the applicant.

Awards Limit - There is a lifetime limit of two grants per applicant, which may be either for separate projects, or continuation of a previously-funded project, if justified by an additional proposal and progress report.

Project Scope - The scope of projects considered for funding is conceptually similar to that of the Ralph W. Stone Award and Small Grant Program, generally to include the study of cave and karst-related phenomena from any scholarly perspective. Projects, however, must involve students in central roles at each stage the primary role of the educator should be in the form of coordination and guidance. Acceptance of proposals for review with respect to content area is at the discretion of the program administrator, and the appropriateness of projects may also form a basis for the opinions of reviewers.

Review Cycle - There is an annual proposal review cycle, the first deadline of which is 01 February 1999. Proposals are reviewed by a panel of at least three scientists or others familiar with the subjects, with each reviewer evaluating all proposals submitted. Input from the NSS Education Committee will be sought during the review process. Awards are made by 15 April of each year with the expectation that funds will be expended on programs during that NSS Fiscal Year.

Publicity - Print or electronic publicity of the program shall be encouraged in a variety of outlets, including, but not limited to, the *NSS News*, the *Journal of Cave and Karst Studies*, the Society's web page, or other NSS outlets.

APPENDIX AO
October 23, 1999
Amended 7/18/11:16, 11/5/05, 7/8/05, 4/701
(Refer to Act 56-644)

Top of Acts

NSS NATIONAL CONVENTION REGISTRATION and FEE POLICY

Except as noted below, everyone attending an NSS National Convention and participating in convention events must register and pay a fee in accordance with the extent of participation. Individuals attending for the entire week must pay the entire registration for the week. Individuals attending specific days shall pay the entire fee for that day or days. This includes all convention staff, paid contractors, and non-NSS volunteers. Non-U.S. citizens residing outside of the U.S. may register at NSS member rates.

Exceptions are as follows:

(1) NSS Office staff members register but do not pay a registration fee.

(2) Government officials, local dignitaries, members of the Steering Committee of the National Cave and Karst Management Symposium, local landowners, guest speakers, and others as determined by the Convention Chairman may receive complimentary day passes in accordance with Act 56-631.

(3) Paid contractors who do not participate in any convention activities do not have to register and do not pay a registration fee.

(4) Unpaid non-NSS volunteers (for example, off duty policeman, medical personnel, family members not otherwise involved in the NSS) who provide services that would otherwise be contracted out by the convention committee do not pay a registration fee. Such people cannot participate in any convention activity unless they pay for the activity. Convention committees are urged to use such people as little as possible and make maximum use of convention staff to perform these services.

(5) NSS members or other persons attending the NSS Board of Governors business meeting or the Congress of Grottos only, may attend at no cost. Such people cannot participate in any other convention activity unless they pay for the activity.

(6) The Outstanding Service and Honorary Membership award recipients receive complementary registration for the convention for the year they receive their award.

(7) Others as determined by the Convention Chairman and approved by the NSS Administrative Vice President.

APPENDIX AQ
June 30, 2000
(Refer to Act 61-676)

Top of Acts

MEMORANDUM OF UNDERSTANDING BETWEEN the KARST WATERS INSTITUTE, INC. and the NATIONAL SPELEOLOGICAL SOCIETY, INC.

The National Speleological Society Inc. (hereafter, the NSS) and the Karst Waters Institute Inc. (hereafter, the KWI) are organizations with a mutual interest in the study of karst waters and the effective management of water resources.

1. The purpose of the Memorandum of Understanding is to:
   a. Promote cooperation between the NSS and KWI.
   b. Enhance the effectiveness of efforts on matters of joint concern to the NSS and KWI.
   c. Recognize the achievements and initiatives of both the NSS and KWI.
   d. Establish effective communication between the NSS and the KWI.

2. The NSS Board of Governors and the KWI Board of Directors do hereby ratify this Memorandum of Understanding and mutually agree to the following terms:
   a. The NSS and the KWI shall acknowledge the contribution or participation of each organization in publicizing or advertising an event or accomplishment to which contribution has been made, or will be made, in whole or in part, by members of the other organization.
   b. The NSS and the KWI will inform each other of communications relating to policy matters made to government agencies, private organizations, or individuals, when these communications concern subject matter of interest to the two organizations. This provision shall not be interpreted to pertain to ordinary business communications or to matters reasonably considered sensitive.
   c. The NSS and the KWI shall cooperate in achieving common objectives and such cooperation shall include, but is not limited to, publishing announcements of the other organization in NSS or KWI literature.
   d. The NSS and the KWI will each refer to the other organization any requests for assistance from other organizations or individuals outside the caving or karst science communities when such requests cannot be responded to with the resources of the referring organization.
   e. By ratification of the Memorandum of Understanding, the governing bodies of the two organizations will establish the NSS-KWI Liaison Committee, which shall consist of one member from each organization. One shall be a member of the NSS, appointed by its Board of Governors. The other shall be a member of the KWI, appointed by its Board of Directors. The liaison committee shall be responsible for keeping each organization informed of projects, goals, and activities of the other organization. The liaison committee shall also promote understanding and cooperation between the NSS and the KWI.

3. This Memorandum of Understanding shall be effective upon ratification by the governing body of each organization and are indicated by the signature of both organization presidents below. This Memorandum of Understanding is not considered ratified until signed by both organization's presidents.
4. The NSS or the KWI may cancel or amend this Memorandum of Understanding at any time, provided 30-day prior written notification is given to the other organization.

//Signed//
David C. Culver April 11, 2000
President, Karst Waters Institute

//Signed//
Michael K. Hood April 17, 2000
President, National Speleological Society

APPENDIX AR
July 27, 2001
(Refer to Act 11-708)

Top of Acts

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 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 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) NSS officers in order to attend 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 EC meeting (for example to help prepare the NSS budget) provided the travel expenses are funded from an officer's department budget.

(3) Any volunteer or employee of the Society, traveling on the Society business, when reimbursement is authorized in advance by an Officer and whose travel expenses can be covered by that Officer's travel budget without exceeding the approved budget amounts. Current examples are:

(A) NSS 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 in advance and funded from the 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 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 AS
March 15, 2008:44
(Refer to Act 83-807)

Top of Acts

NSS Publication & Copyright Policy

1. Applicability

This policy shall apply to all works received or created by the NSS for publication in any form, including but not limited to journals, digests, books, papers, pamphlets, web sites, and other physical or digital distribution methods. The provisions of this policy apply equally to works received from original authors, works for hire, and to works received from NSS members, friends, organizations, volunteers, editors, and affiliates.

2. Originality & Authorship

The NSS accepts for publication only original works, not previously published elsewhere, that do not infringe any copyright or other rights in any other work. Submitting authors are responsible for ensuring that all co-authors have agreed to the contents and publication of submitted works and that the works meet NSS guidelines.

In limited circumstances where an NSS publication wishes to accept a previously published work, the Executive Vice President may authorize publication of the work, provided: (1) there is no conflict with the prior publisher of the work; (2) the original author has disclosed all previous incidences of prior publication in writing to the NSS; and (3) has provided in writing any permission necessary for publication of the work by the NSS.

3. Acquisition & Reversion of Rights from Contributors

Prior to publication, the editor or other person responsible for the production of any NSS publication shall obtain a written assignment of copyright for each submission to that publication. Assignments shall be obtained from each author, editor, or contributor to any submission. Each submission shall be accompanied by a properly completed and signed NSS Publication Submission Form .

In limited circumstances where an assignment cannot be obtained, the Executive Vice President may authorize publication of a submission pursuant to a written license to publish, provided that the submission is accompanied by a properly completed and signed NSS Publication License Agreement or, in the case of a NSS sponsored contest entry, the submission is accompanied by a properly completed and signed NSS Contest Entry Submission Agreement .

4. Registration & Notice

The Operations Vice President may cause copyrights to be registered with the U.S. Copyright Office for all new works published by the NSS within 90 days after publication, and for any existing works previously published by the NSS that the Executive Vice President deems appropriate. While a copyright notice shall be put on all publications of the NSS, copyright applications need not be filed on lesser important works, such as minor pamphlets or brochures. The Executive Vice President may authorize exceptions for new works provided all such exceptions are regularly reported to the Board.

See following pages for Copyright Agreements

PDF copies of these forms that can be filled in online may be found here:

www.caves.org/pub/copyright.shtml

NSS PUBLICATION SUBMISSION AGREEMENT

This contract is made by and between the National Speleological Society (hereinafter NSS) and

(hereinafter Author) for the purpose of publishing a

work tentatively titled .

I. Originality

Author warrants that the work is a product of the Author s original efforts and has never been published anywhere else; or if the work has been previously published in whole or in part, Author has disclosed such facts in writing to NSS and has provided to NSS

(1) copies of any prior publication agreement, if any, and

(2) written permission for publication of the work by NSS from whoever is authorized to grant such permission.

Author warrants that the work does not infringe on the copyright or proprietary rights of another.

II. Publication

NSS agrees to publish the work within, if at all, two years from the date of this contract. Author recognizes that the anticipated publication date, and the manner in which the work is published, represents the best judgment of NSS and that any projections on publication date are provided purely for the convenience of the author and do not create binding contractual obligations. Publication of the work, or excerpts from the work, may be throughout the world in any language and through any means or medium, now known or hereafter developed, including, but not limited to, microfilm, microform, microfiche, CD-Rom, online services, internet publication, desktop publishing, archival copies, collective works, and any manner of electronic publication or distribution.

III. Copyright

By execution of this agreement, author irrevocably assigns his or her copyright rights in the work to NSS and the copyright becomes the exclusive property of the NSS. In the event the NSS fails to publish the work within two years of the date of this contract, the copyright shall revert to the author.

IV. Co-Publication/Reproduction

Two years after the date of this contract, even if the work is published by the NSS, the Author may also publish the work. Also, the NSS may re-publish the work in any manner the NSS deems advisable including, but not limited to electronic, archival, online, collective works or any other matter of publication.

V. Author s Name or Likeness

The Author grants to the NSS the right to use the Author s name, pseudonym, biography, photograph or any other likeness in publicizing, advertising and/or promoting the work, or any collection of articles in which the work is contained.

VI. Editorial Process

The NSS shall have the right to edit, revise, bridge, expand or re-title the work. While input and suggestions by the Author are welcomed by the NSS, the NSS is not obligated to follow the input or suggestions by the Author.

VII. Indemnity

Author agrees to defend, indemnify and hold NSS harmless against any claim for copyright infringement or violation of the rights of others resulting from publication or republication of the work by the NSS, including payment of reasonable attorney s fees in connection therewith.

VIII. Works for Hire

In the event this work was produced for an employer as a work for hire , an authorized representative of that employer must sign this agreement to indicate copyright assignment on behalf of the authors. The employer is permitted to transmit and republish the work for use by its employees only for the promotion of its business enterprise and shall take all necessary precautions to prevent dissemination to non-employees.

IX. Miscellaneous

(1) This agreement will be subject to, and interpreted in accordance with the laws of the State of Alabama applicable to agreements to be performed wholly therein.

(2) This agreement contains the entire understanding of the parties.

(3) This agreement may not be modified except for a written memorandum signed by the parties.

(4) This agreement may not be assigned by either party without the prior written consent of the other party, except that NSS may assign the agreement to its subsidiaries and affiliates, and any successor to the NSS.

(5) No waiver of any breach shall be construed as a waiver of any subsequent breach.

(6) The parties consent to venue being in either the State or Federal Courts located in Huntsville, Alabama.

Author

Signature: Date:

Name: NSS number:

Address:

City: State: Zip:

National Speleological Society

Signature: Date:

Name: NSS number:

Title:
2813 Cave Avenue
Huntsville, AL 35810-4431 USA

NSS PUBLICATION LICENSE AGREEMENT

This contract is made by and between the National Speleological Society (hereinafter NSS) and

(hereinafter Author) for the purpose of publishing

a work tentatively titled .

I. Originality

Author warrants that the work is a product of the Author s original efforts and has never been published anywhere else; or if the work has been previously published in whole or in part, Author has disclosed such facts in writing to NSS and has provided to NSS

(1) copies of any prior publication agreement, and

(2) written permission for publication of the work by NSS from whoever is authorized to grant such permission.

Author warrants that the work does not infringe on the copyright or proprietary rights of another.

II. Publication

NSS agrees to publish the work within, if at all, two years from the date of this contract. Author recognizes that the anticipated publication date, and the manner in which the work is published, represents the best judgment of NSS and that any projections on publication date are provided purely for the convenience of the author and do not create binding contractual obligations. Publication of the work, or excerpts from the work, may be throughout the world in any language and through any means or medium, now known or hereafter developed, including, but not limited to, microfilm, microform, microfiche, CD-Rom, online services, internet publication, desktop publishing, archival copies, collective works, and any manner of electronic publication or distribution.

III. Rights

By execution of this agreement, Author grants the following rights in the work to NSS as indicated by the marked box(es). At least one box must be marked:

1. The Author grants to NSS the right of first publication. This grants NSS the right to be the first publisher of the work. No other written or electronic publication may publish the work before NSS publishes the work.

2. The Author grants to NSS the right of exclusive publication. The Author will not, within ninety (90) days of the date upon which the work is published, write or publish, or cooperate in the publication in form, a work on the same or similar subject as this work, without NSS s written consent.

IV. Author s Name or Likeness

The Author grants to the NSS the right to use the Author s name, pseudonym, biography, photograph or any other likeness in publicizing, advertising and/or promoting the work, or any collection of articles in which the work is contained.

V. Editorial Process

The Author grants to the NSS the right to edit, revise, bridge, expand or re-title the work. While input and suggestions by the Author are welcomed by the NSS, the NSS is not obligated to follow the input or suggestions by the Author.

VI. Reproduction
The NSS may re-publish the work in any manner the NSS deems advisable including, but not limited to electronic, archival, online, collective works or any other matter of publication.

VII. Reserved Rights
All rights in the work not granted to NSS by this Agreement belong to Author.

VIII. Indemnity
Author agrees to defend, indemnify and hold NSS harmless against any claim for copyright infringement or violation of the rights of others resulting from publication or republication of the work by the NSS, including payment of reasonable attorney s fees in connection therewith.

IX. Works for Hire
In the event this work was produced for an employer as a work for hire , an authorized representative of that employer must sign this agreement to indicate copyright assignment on behalf of the authors. The employer is permitted to transmit and republish the work for use by its employees only for the promotion of its business enterprise and shall take all necessary precautions to prevent dissemination to non-employees.

X. Miscellaneous
(1.) This agreement will be subject to, and interpreted in accordance with the laws of the State of Alabama applicable to agreements to be performed wholly therein.
(2.) This agreement contains the entire understanding of the parties.
(3.) This agreement may not be modified except for a written memorandum signed by the parties.
(4.) This agreement may not be assigned by either party without the prior written consent of the other party, except that NSS may assign the agreement to its subsidiaries and affiliates, and any successor to the NSS.
(5.) No waiver of any breach shall be construed as a waiver of any subsequent breach.
(6.) The parties consent to venue being in either the State or Federal Courts located in Huntsville, Alabama.

Author

Signature: Date:

Name: NSS number:

Address:

City: State: Zip:

National Speleological Society

Signature: Date:

Name: NSS number:

Title:
2813 Cave Avenue
Huntsville, AL 35810-4431 USA

NSS CONTEST ENTRY SUBMISSION AGREEMENT

This contract is made by and between the National Speleological Society (hereinafter NSS)

and (hereinafter Entrant) for the purpose of publishing a work

tentatively titled .

I. Originality
Entrant warrants that the work is a product of the Entrant s original efforts and has never been published anywhere else; if the work has been previously published in whole or in part, Entrant has disclosed such facts in writing to NSS and has provided to NSS

(1) copies of any prior publication agreement, and
(2) written permission for publication of the work by NSS.

Entrant warrants that the work does not infringe on the copyright or proprietary rights of another.

II. Publication
NSS agrees to publish the work within, if at all, two years from the date of this contract. Entrant recognizes that the anticipated publication date, and the manner in which the work is published, represents the best judgment of NSS and that any projections on publication date are provided purely for the convenience of the Entrant and do not create binding contractual obligations. Publication of the work, or excerpts from the work, may be throughout the world in any language and through any means or medium, now known or hereafter developed, including, but not limited to, microfilm, microform, microfiche, CD-Rom, online services, internet publication, desktop publishing, archival copies, collective works, and any manner of electronic publication or distribution.

III. Entrant s Name or Likeness
The Entrant grants to the NSS the right to use the Entrant s name, pseudonym, biography, photograph or any other likeness in publicizing, advertising and/or promoting the work, or any collection of articles in which the work is contained.

IV. Editorial Process
The Entrant grants to the NSS the right to edit, revise, bridge, expand or re-title the work. While input and suggestions by the Entrant are welcomed by the NSS, the NSS is not obligated to follow the input or suggestions by the Entrant.

V. Co-Publication/Reproduction
Ninety (90) days after the date of this contract, even if the work is published by the NSS, the Entrant may also publish the work. Also, the NSS may re-publish the work in any manner the NSS deems advisable including, but not limited to electronic, archival, online, collective works or any other matter of publication.

VI. Reserved Rights
All rights in the work not granted to NSS by this Agreement belong to Entrant.

VII. Indemnity
Entrant agrees to defend, indemnify and hold NSS harmless against any claim for copyright infringement or violation of the rights of others resulting from publication or republication of the work by the NSS, including payment of reasonable attorney s fees in connection therewith.

VIII. Works for Hire
In the event this work was produced for an employer as a work for hire , an authorized representative of that employer must sign this agreement to indicate copyright assignment on behalf of the authors. The employer is permitted to transmit and republish the work for use by its employees only for the promotion of its business enterprise and shall take all necessary precautions to prevent dissemination to non-employees.

IX. Miscellaneous

(1) This agreement will be subject to, and interpreted in accordance with the laws of the State of Alabama applicable to agreements to be performed wholly therein.
(2) This agreement contains the entire understanding of the parties.
(3) This agreement may not be modified except for a written memorandum signed by the parties.
(4) This agreement may not be assigned by either party without the prior written consent of the other party, except that NSS may assign the agreement to its subsidiaries and affiliates, and any successor to the NSS.
(5) No waiver of any breach shall be construed as a waiver of any subsequent breach.
(6) The parties consent to venue being in either the State or Federal Courts located in Huntsville, Alabama.

Entrant

Signature: Date:

Name: NSS number:

Address:

City: State: Zip:

National Speleological Society

Signature: Date:

Name: NSS number:

Title:
2813 Cave Avenue
Huntsville, AL 35810-4431 USA

NSS CERTIFICATION OF WORK OF THE UNITED STATES GOVERNMENT

The work entitled is not entitled to copyright protection under 17 USC 105 because it is a work of the United States Government. I can make this certification because:

I am the sole law author of the manuscript and was a United States Government employee at the time the work was written; hence, there is no copyright to transfer.

I am one of the authors of the work which was prepared by Government employee hence, there is no copyright to transfer.

I have personal knowledge the work was authored by United States Government employees; hence, there is no copyright to transfer.

Printed Name:

Signature:

Employer:

Date:

APPENDIX AT
October 5, 2002
(Refer to Act 63-730)

Top of Acts

GRANT PROPOSAL CONCEPTS

Grant concepts that can be pursued for requesting grants for the NSS:

o Acquiring and developing effective and updated database and accounting software for the NSS office. Acquiring adequate computer hardware and software to efficiently carry out NSS office operations

o Obtain software necessary to catalog the NSS Library books and allow Internet users to search the resulting data base by author, title, subject key words, periodical, etc. e.g. as you can with USGS Library from a remote location to determine what publications may have the information they seek and is that publication in our library

o Obtain software necessary to catalog the NSS Library periodicals and allow Internet users to search the resulting data base by author, title, subject key words, periodical, etc. e.g. as you can with USGS Library from a remote location to determine what publications may have the information they seek and is that publication in our library

o Hire temporary professional help to catalog the NSS Library books and periodicals and allow Internet

o Hire temporary help to convert our NSS A/V Library collection of slide programs to a digital format e.g. PowerPoint that can be viewed using equipment and software commonly available to our typical users

o An endowment to pay the annual cost of hosting Cave Art cave ballads, cave images, etc. for which the NSS has copyright permission on the NSS web site for public enjoyment

o Ground water models for training purposes.

o A modern library, office, meeting/class room, museum, bookstore (and show cave/science center) complex

o An endowment for the development of a long-term, ongoing, NSS cave and karst resources educational program. Funding will include cost for professional leadership or assistance in developing the concept and materials for the program, and the cost to produce material. - development of material for use by teachers with elementary and high school curricula and SoL.
- development of brochures, interactive CDs, and other items for distribution to children through schools, youth groups, museums.
-cave and karst packets for teachers, youth group leaders, and for use with museum programs that contain posters and other material (similar to the USGS packets)

-development of on-line educational material and lesson plans, and interactive web site for young people.
-training cavers to present the program in schools -- to teachers or classrooms as appropriate.

o An endowment for the development of an ongoing, long-term, cave and karst conservation and management program. Funding will include payment for professional assistance in creating and developing materials, and the cost of production of materials.
- development and printing (including CDs, books/booklets, brochures, posters) of various instructional and guidance materials for distribution to NSS Grottos, state, local, and federal agencies, other conservation non-profits, landowners and landowners.
- development of interactive CDs for school-aged children for distribution to schools, museums, and libraries.
- funding to create and conduct an on-going series of cave and karst conservation and management workshops/seminars nationwide, aimed at Federal, state, and local agencies, other conservation non-profits, landowners, and cavers. Funding would include the costs involved in developing materials, training presenters, and conducting the workshops.

o An endowment for the Journal of Cave and Karst Studies.

APPENDIX AU
October 18, 2003
(Refer to Act 43-380)
Amended 07-30-18:40

Top of Acts

NSS FELLOW AWARD SELECTION PROCESS

The Awards 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 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 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 committee shall recommend the candidates whose score falls above the natural break point in the final candidate ranking. In accordance with Bylaw 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 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 committee s list of eligible candidates.

Top of Acts

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 Chairman of the Directorate, with concurrence of the Directorate, is responsible for the selection of the chairman of the Review Committee. The chairman of the Review Committee, with concurrence of the Chairman of the 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 AX
March 15, 2008:30
(Refer to Act 28-799)
Amended 10-21-17:11

Top of Acts

NSS PRIVACY POLICY

The NSS is committed to using any information members and customers give us in a responsible manner. Information collected from NSS members will be used only by the NSS. The NSS will make member s contact information available only to NSS members, except in the case of NSS officers, committee and commission chairmen, and others who agree to have their contact information posted on the NSS Web page because of their role within the Society. The NSS will not rent or sell any information about members to non-affiliated organizations or businesses.

Your information may be shared in the following ways:

(A) Mailing Addresses: Labels with members postal addresses may be provided only to NSS Internal Organizations, Activities, committees or commissions, and for a specific purpose and a one-time use, as otherwise outlined in the NSS Board Acts.

(B) Email Addresses: Member e-mail addresses will not be shared or distributed without prior permission, except in the members section of caves.org. E-mail addresses may be used by the NSS to contact members, NSS Internal Organizations, Activities, committees or commissions, as described in Board Acts.

(C) NSS Bookstore: Information collected on NSS bookstore customers will be kept confidential, used solely by the NSS, and not provided to another organization or company. Financial information collected from NSS members and bookstore customers will not be made available to anyone except when permitted or required by law for fraud investigation. In this case, we may share information with governmental agencies or other companies assisting us in criminal investigation, but the information is not provided to these agencies or companies for marketing purposes.

Requests by members not to be included on any lists provided to NSS organizations, or otherwise included in information available to members or in the public domain will be honored.

APPENDIX AZ
July 17, 2011:10
(Refer to Act 66-853)
Amended 10-22-11:16

Top of Acts

POLICY FOR POSTING OFFICIAL MATERIAL REPRESENTING THE NSS

The publication, distribution, or posting of an official document, announcement, or statement in print or electronic form (including venues such as the NSS website, Twitter, and/or Facebook) represents the Society to the membership and to the world. In this context, official is defined to mean a document, announcement, or statement intended to directly represent NSS policies, positions, or business activity. For this reason, such communications are expected to be as accurate and appropriate as possible in order to reflect positively on the Society, its members, and the community of cavers and speleologists.

Therefore, it is the policy of the Society that documents, statements, and announcements of an official nature must:

- Be factual in nature;
- Reasonably and accurately represent society business;
- Not disparage or ridicule any individual or group;
- Not include confidential NSS material.

Official documents, statements, announcements, or other material of an official nature not generated by the BOG, an officer, or their committee, shall be reviewed by the president prior to publication, distribution, or posting. Another officer, in the event that the president is unavailable, shall perform this function. The Board may delegate this review authority to persons other than the president for specific publications, announcements, statements, or other material as may be deemed necessary and appropriate.

Any portion of such material deemed inappropriate may be subject to editing and/or removal by an officer or their delegated authority. The Board may override the decision of any officer or delegated authority by majority vote.

This policy applies only to official documents, statements, and announcements related to NSS business, such as minutes, reports, memoranda, letters, policy statements, announcements, and other official communications or material of an official nature, and is not intended to apply to personal and individual expressions of ideas or opinions by members of the Society in un-official and non-business contexts, such as on CaveChat or social networking sites, in letters to the Editor, or the like. The Society encourages and supports the free expression and exchange of ideas among its members.

APPENDIX BA
March 31, 2011: 19
(Refer to Act 66-859)

Top of Acts

Memorandum of Understanding

between the

The National Speleological Society

and

CavingNews.com

The National Speleological Society (the Society or NSS) and CavingNews.com (Caving News) are organizations with a mutual interest in caves and cave resources.

The National Speleological Society is the largest and best-known non-profit membership organization in the world dedicated to the scientific study of caves and karst; protection of caves and their natural contents through conservation, ownership, stewardship, and public education; and promoting responsible cave exploration and fellowship among those interested in caves.

Caving News is a website whose goal is to be the best source of cave-related news in English from around the world. At this time, Caving News is unique in filling this niche. The site s main audience is cavers and those with an understanding of caves and karst, but it also offers a distinct service to the public.

Each organization appreciates the value and impact of the other in the speleological communities and the public realm, and believes that by cooperating with and assisting each other, we will be able to provide a greater benefit and service to our members and audiences.

The purpose of this Memorandum of Understanding (MOU) is to establish a framework to:

- Promote cooperation between the Society and Caving News for the benefit of both, and to the greater community of caves, cavers, speleologists, and the public.
- Enable efforts on matters of joint concern to the Society and the Caving News.
- Recognize the achievements and initiatives of both the Society and Caving News.
- Establish effective communication between the Society and Caving News.

To accomplish these objectives, the Society, through its Board of Governors, and Caving News, through its owner, agree as follows:

- The Society and Caving News shall cooperate in achieving common objectives, which shall include, but not be limited to, publishing announcements about or from the other organization and its internal organizations in literature and on websites as is appropriate; providing links for website visitors to visit the other party s website/s; and within reason, promoting the other party and its programs.

- The Society, through its liaison, will assist Caving News in creating and providing caving- and cave-related news content on cavingnews.com.

- The Society and Caving News shall portray each other in a positive manner in their respective publications, websites, and internal memoranda, and when communicating with other organizations or individuals. In the event that differences of opinion arise between the respective organizations on matters of mutual interest, both parties will strive in good faith to resolve differences without damage to either organization or this MOU.

- The NSS Caving News liaison shall be responsible for carrying out this MOU and enhancing cooperation between the two organizations.

This MOU shall be effective upon ratification by the each organization and signed below.

The Society or Caving News may cancel or propose amendments to this document at any time provided a thirty-day prior written notification is given to the other organization.

For the NSS:

//signed//	03/31/12
Wm Shrewsbury, President	Date

For CavingNews.com:

//signed//	06/10/12
Scott Falkingham, Owner	Date

The APPENDIX BB
April 17, 2010:24
(Refer to Act 27-837)
Amended 03-23-13:12

Top of Acts

NSS IDENTITY STANDARDS

The logo of the National Speleological Society, Inc. (NSS)is a registered trademark of the U.S. Patent and Trademark office (registration no. 3,736,231). As such, use of this trademark must be accompanied by the proper inclusion of the symbol ® in each occurence. Furthermore, use of the NSS logo must follow set protocols. Therefore, the following identity standards document provides examples of proper use and colors. The next actions required on this trademark are due on 01/12/2016 for Sect. 8&15 affidavits and 01/12/2020 for Sect. 8 affidavit & Sect. 9 renewal.

A. Registered trademark

The mark consists of a design in the shape of a protractor (black) wherein the wording "NATIONAL SPELEOLOGICAL SOCIETY" (yellow) is located in the top semicircular portion of the design; the letters "NSS" (black) are located in the empty space within the protractor design, the "N" being larger than each "S" and each "S" is resting against the "N" at the left and right side of the "N"; a stalactite (Red) is hanging from the top semicircular portion of the protractor design and three stalagmites (red) are drawn reaching upward from the bottom straight portion of the protractor design.

B. Examples of Existing Acceptable Alternatives

C. Examples of Unacceptable Alternatives

1. Transformations of the Approved Logo

Non-uniform scaling

Shear

2. Old or Unnapproved Logos

D. Approved Color Maps

Full Color usage:

PMS YELLOW
CMYK: 100/0/0/0

PMS RED
CMYK: 0/100/100/0

PMS BLACK
CMYK: 0/0/0/100

Grayscale usage:

Grayscale (Formations)
K: 55%

Grayscale (Lettering)
K: 35%

Grayscale
K: 100%

E. Examples of Proper Usage

Logo used on Dark Background:
(White stroke is only required on official print and physical logo versions; Electronic is exempt.)

Acceptable One-color usage:

**This document has been formatted to mirror the style used in this manual. Contact the EVP for an exact reproduction of the NSS Identity Standards.*

APPENDIX BC
June 29, 2012:32
(Refer to Act 09-867)
Amended 11-9-13:27

Top of Acts

NSS STRATEGIC PLAN #1

NSS Mission Statement
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.

NSS Vision Statement
To be the leading force for responsible cave discovery, scientific study, exploration, stewardship, education, and caving enjoyment.

Objectives
1. Assure a sustainable NSS.
Reverse a declining membership trend that threatens the revenue needs and health of the organization by systematically raising funds beyond dues to finance valuable programs.
2. Streamline and improve organizational governance.
Provide cavers, Grottos, Regional organizations, national committees, and the Board the tools to be more effective by improving education, training, communication, and interaction.
3. Present a strongly unified authoritative presence on all cave and karst matters.
Be a national voice about the value of caves, their biota, and other related natural features to build public understanding and appreciation.
4. Strengthen NSS Science, Conservation and Education programs.
Become the authoritative source for information related to scientific endeavors and scholarly activity.

Present Situation
1. We face major financial shortfalls.
2. We have limited organized fundraising programs.
3. Our new headquarters offers outstanding new opportunities as well as risks.
4. Not all Internal Organizations function smoothly.
5. Volunteers are the life blood of our organization, and the development of dedicated volunteers will advance our programs.
6. The role of the Board is not sufficiently well defined or understood.

Proposals
The NSS shall emphasize the following priorities:
Emphasizing membership program development.
Formulate systematic fundraising programs.
Examine operations to identify and fix shortcomings.

Mentor volunteers and enhance their skill sets.
Define the role of public relations.

Plans

Recommendations for the following will be made to the Board by October 1st, 2012.

1. Formalize a Membership Plan that will reverse decline and promote NSS membership.
   Championed by Jay Clark.
2. Formulate and implement a comprehensive fundraising plan.
   Championed by Bill Putnam.
3. Develop a specific plan for streamlining NSS operations at all levels.
   Championed by Gary Bush.
4. Define and recommend public relations policies for both the national organization and assistance to internal organizations.
   Championed by Dean Wiseman
5. Identify and implement improvements for scientific publications, science & exploration, cave stewardship, and education.
   Championed by Randy Paylor.

Membership Outreach Program (11-09-13:27)

The NSS Board of Governors supports the following actions with the goal of promoting cave and karst exploration, study, and conservation, and encouraging long term membership in the Society.

- Distributing to participants of commercial wild cave tours NSS provided materials promoting cave and karst exploration, study, and conservation, and encouraging membership in the Society.
- Developing and implementing a program that maintains the interest and enthusiasm of student grotto members. Developing a model that focuses on long-term retention.
- Developing and implementing an achievement based program that promotes caves and karst exploration, study, and conservation through youth organizations, both at the national and regional levels.
- Contacting Federal, state, regional, and city parks and recreational governmental offices encouraging them to join the NSS.
- Continuing to improve communication with the general public via broadcast networks such as Facebook, Twitter, Google Plus and YouTube to broaden their knowledge of the Society and its strategic mission and vision.
- Interviewing those who have recently dropped their NSS membership to determine why they have dropped, and what the NSS can do to improve membership retention and member benefits.
- Developing and implementing a program that welcomes new cavers into the local caving community i.e. implement a Grotto Greeter Program . Providing written expectations for the Program, duties for the position, and providing materials suitable for grotto distribution.
- Encouraging each grotto to involve new members by inviting them to monthly cave trips, reminding them of forthcoming grotto meetings, and encourage them to become both grotto and NSS members.

- Encouraging each grotto to provide a written and/or electronic list of monthly cave trips to their membership including cave specific information, and how to contact the trip leader.
- Encouraging each grotto to distribute NSS provided materials promoting cave and karst exploration, study, and conservation to outdoor organizations, applicable state and Federal agencies, commercial caves, and recreational equipment retail outlets.
- Encouraging each grotto to actively participate with the outdoor community through displays, handouts and demonstrations that promote cave and karst exploration, study and conservation, and encourage membership in the Society. This includes presentations to recreational retail outlets and other interested groups.

APPENDIX BD
March 23, 2013:14
(Refer to Act 41-871)

Top of Acts

Memorandum of Understanding
between the
National Speleological Society
and the
Appalachian Cave Conservancy

This Memorandum of Understanding is made on March 23, 2013, by and between the Appalachian Cave Conservancy, of 9504 Lakewater Court, Henrico, Virginia, 23229, herein after referred to as ACC and the National Speleological Society, of Huntsville Alabama, 25810, hereinafter referred to as NSS for the purpose of achieving certain protections for the Gilley Cave Property and Gilley Cave in Lee County, Virginia.

Whereas ACC and NSS desire to enter into an agreement to help insure that Gilley Cave is conserved and properly managed in perpetuity.

And whereas ACC and NSS are desirous to enter into a Memorandum of Understanding between them, setting out working arrangements that each organization agree may be necessary to help achieve long-term protections for Gilley Cave.

Purpose
The purpose of this memorandum is to provide the framework for any title transfer of the Gilley Cave property to NSS in the unlikely event of dissolution of ACC or the inability of ACC to manage Gilley Cave; and to ensure that Gilley Cave is forever conserved, owned, and managed by an appropriate and competent organization.

Obligation of the Organizations
The organizations acknowledge that no contractual relationship is created between them by this memorandum, but agree to work together in the spirit of partnership to accomplish the purpose.

Cooperation
The activities, services, and obligations of this agreement shall include, but are not limited to:

A. Activities, services and obligations to be rendered by ACC:
1. Will, to the best of its ability, maintain a strong organizational structural, membership involvement, and financial integrity of ACC so as to avoid organizational dissolution and the need to transfer the Gilley Cave property.
2. Will maintain institutional knowledge, skills and abilities of cave management within the ACC organization in order to effectively manage Gilley Cave and the Gilley Cave property.
3. Will maintain a clear unencumbered title to Gilley Cave.

4. Will maintain the instruments of management so the assumption of management by another organization is as simple as possible. These include an operational cave gate, management plan, and other items.
5. Will notify NSS of any potential organizational disruptions that could lead to the dissolution of ACC.
6. Will notify NSS as soon as possible if ACC decides to designate a different organization or not to designate an organization to receive the Gilley Cave property in the event of the dissolution of ACC.
7. Will provide funds, if available, to pay the legal fees for the real-estate transfer.

B. Activities, services, and obligations to be rendered by NSS:
1. Will be prepared in the event of ACC dissolution to proactively secure the title to the Gilley Cave property.
2. Will maintain institutional knowledge, skills and abilities of cave management within the NSS organization at a level sufficient to be able to assume the management of Gilley Cave in the future if needed.
3. Will provide appropriate management for Gilley Cave in the event it assumes ownership.
4. Will designate an alternative organization to receive the property in the event NSS assumes ownership of the Gilley Cave property and then NSS is dissolved.
5. Will notify ACC as soon as possible if NSS decides that it is unable or unwilling to continue to serve as the recipient of the Gilley Cave property.
6. Will be prepared to pay the legal fees involved in the real-estate transfer, if no funds are available from ACC.

Resources

The organizations will endeavor to maintain resources necessary to be effective cave management organizations.

Signed

President of ACC, Date
John M. Wilson

President of NSS, Date
Wm Shrewsbury

APPENDIX BE
July 30, 2018:35
(Refer to Act 41-940)

Top of Acts

Memorandum of Understanding

between the

Land Trust of North Alabama

and the

National Speleological Society, Inc.

WHEREAS, The National Speleological Society (NSS) is the largest non-profit membership organization in the world dedicated to education and exploration of caves, cave conservation and management, and,

WHEREAS, The Land Trust of North Alabama (LTNA) is a non-profit conservation organization dedicated to connecting people with nature through the protection and stewardship of significant and vulnerable natural, scenic, and historic areas, including wildlife habitats, farms, waterways, and mountains for conservation, public recreation, and environmental education to enhance the quality of life in North Alabama; and,

WHEREAS, many caves and areas of karst and pseudokarst topography contain delicate ecosystems frequently supporting uncommon, rare, and endangered species which are vulnerable to impact by some human activities, and also contain other delicate and fragile geological, archaeological, paleontological, historical, and other features which are similarly vulnerable; and,

WHEREAS, the NSS organizes, educates, and positively influences many cavers and the public to be more careful and conscientious about minimizing the impacts of visitation; and,

WHEREAS, the NSS seeks to conserve not only the biological values of caves but also other natural features of scientific, aesthetic, and recreational values, such as geological and archaeological deposits and natural and unpolluted water flow; and,

WHEREAS the NSS seeks to preserve, consistent with sound management techniques, the privilege of visiting caves for the purposes of recreation and research and the safe exercise of that privilege; and,

WHEREAS, LTNA seeks to protect many cave systems from serious impacts of human activities so as to maintain viable habitats for species known or thought to be rare or endangered by state or national standards; and,

WHEREAS, the NSS has the talent and resources to manage the caves located on the LTNA properties and would propose to set up a management plan for those caves the parties mutually consider to be significant from an exploration, conservation or educational standpoint.

WHEREAS, LTNA seeks cooperation from cavers in its efforts to protect caves generally and will specifically require special assistance from cavers to provide management as prescribed as necessary for the maintenance of cave species found only in certain caves; and,

WHEREAS, both the NSS and LTNA have expressed at various times through appropriate representatives their desire to recognize their common ground and to work even more closely together,

Now therefore in consideration of the premises recited above, the National Speleological Society and The Land Trust of North Alabama, in order to foster the protection of caves harboring important animals and natural features, and in order to foster increased communication and cooperation between both organizations at all levels, hereby jointly develop and adopt this Memorandum of Understanding and do also hereby agree as set forth below:

GENERAL AGREEMENTS

I. NSS/LTNA LIAISON Each organization will appoint a Liaison through whom all materials and questions may be funneled. Each Liaison will distribute information received from the other organization to the appropriate individuals or committees of his or her own organization.

II. EXCHANGE OF INFORMATION For cave properties being considered for acquisition or management, the two organizations may work together to obtain as much pertinent information as is possible and as is needed for that purpose. This information may include but is not limited to: data on the location and extent of caves (including topographical and subterranean maps), and the occurrence of certain cave species and certain cave natural features. Both organizations recognize that some data about caves are sensitive and agree to treat sensitive data in such a way that does not jeopardize the condition of cave resources.

Both organizations will encourage communication between their members regarding cave management philosophies and practices, cave protection and management plans and planning documents, and cave management expertise and contracts. Access to and attendance at each other s' planning meetings, conferences, and gatherings will be encouraged, as well as membership in each other s organizations and on each other s relevant committees.

III. CAVE PROTECTION AND MANAGEMENT Each organization may request the assistance of the other in management and protection strategies for cave properties and upon request will assist the other as far as possible in reaching mutual goals.

Both organizations will support, and urge their members and others to support, careful and conscientious use of the cave and groundwater resources, agreeing to make visitation as low-impact as possible, with visitors and researchers leaving as little trace as possible.

Recognizing the special concern and expertise in Land Trust of North Alabama for species and habitat preservation, the National Speleological Society should consult with LTNA and appropriate experts concerning its management practices at caves it owns or manages in the LTNA area of interest that impact biological species of concern to LTNA or of special interest to the NSS.

Recognizing the broad interest and expertise of the National Speleological Society concerning the cave environment, including mineral deposits, archaeological, paleontological, biological, and historical materials, and the effects of cave and karst hydrology and geology on water resources and construction engineering, The LTNA should consult with the NSS and appropriate experts concerning such resources and their management at caves owned or managed by LTNA. It may also bring problems concerning such resources at other caves to the attention of the NSS.

Both organizations will support a position that no cave will be restricted from visitation any more than is legally mandated or required to maintain safe and viable habitat for biological species or to protect other significant cave natural features.

Both organizations agree not only to support, but also to help the other support, mutually accepted positions, by communicating frequently the status and intentions of protection and management activities and the effects these are having upon the natural resources of caves so both organizations and their members may know the role they are playing in protecting caves and cave species.

SPECIFIC AGREEMENTS In addition to and in furtherance of the above agreements, the two organizations have determined that there are several specific actions they can and will take, and therefore the two parties agree that:

The Land Trust of North Alabama, acting with the advice of its Executive Director and Board of Directors, through its staff and volunteers at all levels, will:

1. In response to specific requests, inform the NSS of past and new purchases of properties containing caves and to send the NSS copies of press releases, inventories, management plans, and other documents relevant to LTNA cave management;
2. Invite at least one NSS member to serve on the LTNA Resource Advisory Committee to facilitate discussions, policies and procedures for accessing and managing caves, karst features and geological resources on Land Trust properties;
3. Work with designated NSS members to develop, coordinate and manage a permitting system for accessing caves on Land Trust properties so long as such visitation does not negatively impact significantly any species or natural features;
4. Invite at least one NSS member to serve on the LTNA Education Committee to facilitate the development of cave related educational opportunities;
5. Under compelling circumstances, assist the NSS in the acquisition and/or cooperative purchase of land containing caves used as habitat for species of concern so long as in the case of a cooperative purchase the NSS is able to provide a commitment to repurchase the land from LTNA within a pre-agreed time period;
6. Encourage LTNA Programs to work with NSS members in the exchange of information on caves, cave location and extent, and occurrence of cave species and natural features;
7. Encourage LTNA members and staff to work with the NSS at every opportunity and include in its newsletters and other publications descriptions of the Memorandum of Understanding and examples of cooperation between the two organizations;
8. Share with NSS members, when appropriate, its intentions and plans to acquire and/or protect and manage certain caves so as to seek their assistance and input into LTNA planning and additional information which may improve cave and species protection strategies; AND

The National Speleological Society, acting with the advice of its national Board of Governors, through its staff and volunteers at all levels, will:

1. Encourage its members and staff to work with LTNA at every opportunity and include in its newsletters and other publications descriptions of this Memorandum of Understanding and examples of cooperation between the two organizations;

2. Provide, upon request, consultation, advice, expertise, materials, and training to the LTNA in the development of suitable cave management protocols for Land Trust property management plans that include caves or significant karst features on Land Trust properties;
3. Inform the Land Trust of any new finding of a cave or karst feature on Land Trust property prior to the publishing of its existence. As owner of the property, the Land Trust reserves the right to name any found feature on Land Trust property;
4. Assist the LTNA in the provision of educational opportunities to groups of varying ages and educational levels regarding the scientific and recreational values of caves and karst features;
5. Share with LTNA expertise in cave management, including names of experts in particular fields of study pertinent to research management and protection of a specific cave or caves of a given area;
6. In response to specific requests, provide information on caves, their location and extent, and the occurrence of cave natural features or biological species to LTNA in order to improve information bases upon which protection and selection decisions are made;
7. Assist LTNA in establishing and/or reviewing its policies with respect to cave protection and management;
8. Encourage its members to provide special help as needed and or requested by LTNA in the management of any cave, such as in the building and maintenance of any access control structures, and in developing and implementing visitation and research policies.
9. Upon request, NSS agrees to furnish one individual to serve as a preserve manager for each cave determined to be significant during Land Trust property management plan development for properties that contain a cave.
10. Work with designated LTNAL members to develop, coordinate and manage a permitting system for accessing caves on Land Trust properties so long as such visitation does not negatively impact significantly any species or natural features. As part of an agreed upon permitting system for accessing caves on LTNAL properties, a waiver of liability, as shown in attachment A , must be signed by the participant prior to issuing any access permit.

THIS MEMORANDUM OF UNDERSTANDING hereby creates a relationship of increased cooperation and communication between the National Speleological Society and Land Trust of North Alabama. It is understood, however, that final decisions concerning the management of specific properties lie with the board of directors of the respective organization that owns the property concerned. It is further agreed that this Memorandum of Understanding may be canceled by either party with thirty days' written notice.

Both organizations showing support for the above agreements and statements with authorized signatures below:

/s/ Date	/s/ Date
Geary M. Schindel	Marie Bostick
NSS President	LTNA Executive Director
National Speleological Society	Land Trust of North Alabama

Attachment A: Cave Access Release and Waiver of Liability

LAND TRUST OF NORTH ALABAMA
CAVE ACCESS RELEASE AND WAIVER OF LIABILITY

I, the undersigned, in consideration of being granted permission upon my specific request to visit_____ Cave, on the Land Trust's _____ Preserve/Property, hereby agree as follows:

I knowingly, freely, and voluntarily, for myself, my heirs, personal representatives, and assigns WAIVE any right or cause of action of any kind whatsoever, arising as a result of visiting _____ Cave or the adjacent property, from which any liability may or could accrue to the Land Trust of North Alabama, Inc., its Boards of Directors, owners, agents, members; and any other landowners which the cave passages may pass under, and assume all risks of injury to myself, including death by drowning, rock fall, falling, or other accident, and to my property, while participating in cave exploring, hiking, or in any other in-cave or surface activities incidental thereto from the beginning of time up to and including the full extent of the time that I am on, under, or within the bounds of the property.

I acknowledge that I am entering the cave for exploratory, scientific, and/or recreational purposes and I am not entering the cave for any commercial purpose whatsoever.

I understand that the Land Trust of North Alabama takes full advantage of the Alabama Recreational Use Statute and assumes no duty of care to keep any cave or adjacent premise safe for entry and further does not extend any assurances that said cave of adjacent premise is safe. AL.Code §§35-15-1;35-5-2

I, for myself and my heirs, personal representatives, or assignees, from the date of this release and waiver agreement, and forever hereafter, hold the Land Trust of North Alabama, its Board of Directors, agents, members, and adjacent landowners harmless and blameless for any injury to myself, including death, occasioned by my participation in caving and surface activities, whether resulting by or through the negligence of the Land Trust of North Alabama, its Board of Directors, owners, agents, members; or adjacent/associated landowners. Should I, my heirs, personal representatives, or assignees, institute any action against those to be held harmless in this liability waiver, I for myself and my heirs, legal representatives, and assignees, HEREBY AGREE to pay all costs of such action, including attorney fees incurred by those to be held harmless.

Printed Name _____ Date _____

Signature _____

Address _____ City_____ St ____ Zip _____

Phone _____

Email Address _____

APPENDIX BF
November 11, 2018:27
Amended 03-23-19:17
(Refer to Act 28-944)

Top of Acts

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 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 NSS president and/or the Chair of the Directorate.

Top of Acts

APPENDIX BG
March 3, 2019:10
(Refer to Act 26-945)

NSS Headquarters and Conference Center Named Features

Act 26-863	The western 55.4 acres (more or less) of the HQ property is designated the William J. Stephenson Nature Preserve
Act 68-875	The NSS Library is named the Russel and Jeanne Gurnee Memorial Library of the National Speleological Society
Act 26-928	The Entrance Foyer is named for Roger J. Sperka

APPENDIX BH
January 9, 2020:5
(Refer to Act 26-952)

Top of Acts

State of Tennessee, County of Putnam
Joint Management Agreement

WHEREAS Jason Cathey (hereafter referred to as "Jason") is the owner of what is referred to as Thunderhole Cave located in Putnam County, Tennessee; and

WHEREAS the National Speleological Society (hereinafter "NSS") is the largest cave related organization in the United States; and

WHEREAS Jason and NSS desire to enter into a joint agreement in the management and preservation of Thunderhole Cave located in Putnam County, Tennessee.

Now therefore in consideration of the premises recited above, the parties agree as follows:

That they hereby enter into a joint agreement for the management of Thunderhole Cave in accordance with the following:

1. The parties will agree upon an individual or individuals to serve as preserve manager or to serve as the preserve management committee which will be responsible to the NSS and to the owner for management of the Thunderhole Cave system.

2. The preserve manager or preserve management committee will report on no less than a yearly basis to both the NSS and Jason concerning visitation to the cave and preservation and management efforts.

3. The NSS is to control access to the entire cave system subject to rules and regulations set out in the Preserve Management Plan and subject to approval or disapproval by Jason as owner of the property.

4. The caving preserve will be open to qualified members of the public in accordance with the Tennessee Recreational Use Statute and subject to reasonable rules and regulations to protect the cave system and the safety of those entering the system. Those entering the preserve represent and affirm that they are physically able and qualified to safely descend and ascend a pit well in excess of 400 feet.

5. Entrance to the system will be by permit only. Said permit is to be issued by the preserve manager or managers and/or Jason Cathey.

6. All participants in any trip will be required to sign an anticipatory release before entering the preserve premises. There are no exceptions to this.

7. The NSS will provide a policy of commercial general liability insurance to cover its activities at

the preserve and to cover any injury and/or claim that might be presented by any licensees entering the preserve with the permission of either the preserve manager, the management committee or Jason Cathey. Said policy is to list Jason Cathey as an additional insured under the NSS general liability policy.

8. The NSS agrees to indemnify and hold harmless Jason Cathey for any claim or suit brought by anyone on the premises or in the cave as a licensee of the NSS. In the event of someone entering the cave system without knowledge of or permission from the NSS, Jason Cathey agrees he will indemnify and hold harmless the NSS for any claim brought by such individual.

9. The NSS shall have the exclusive right to manage such property subject to the advice, consent, and approval of Jason Cathey. The NSS has the exclusive right to determine when and how individuals or groups may be allowed to explore and/or tour the jointly managed property, subject to acceptance or rejection by Jason Cathey.

10. Jason has expressed an interest in seeing that the cave system is to be protected in perpetuity in its natural condition and acknowledges that the NSS has the expertise to do so. In the event Jason Cathey is satisfied with the management of such preserve and desires to donate the property to a nonprofit corporation fully capable of managing such preserve, Jason Cathey agrees that he will consider, on the right of first refusal, giving the property to the NSS. It is understood and agreed that this agreement does not obligate Jason Cathey to donate the property nor does it obligate the NSS to accept such property.

11. The NSS and licensees on the property will have access to the cave system across any property owned by Jason Cathey which directly leads from the parking area to the area of the cave. Access to any other part of Jason Cathey's property or any of the neighboring property is specifically prohibited.

12. The term of this Joint Agreement will be for one (1) year from the date of the signing of the first party herein and will automatically renew for each year on the anniversary of the signing date unless and until such time as the parties make different arrangement for the management of the property.

13. This Joint Management Agreement is to be interpreted in accordance with Tennessee law. It may be canceled by either party with written thirty (30) day notice delivered to either party.

14. Jason Cathey as owner reserves the right to approve, reject or make changes to the management agreement for the preserve or any parts thereof as he desires appropriate but to give notice of any such changes to the NSS.

15. This agreement can be amended in any form by the parties by written agreement.

/s/ 01/25/20
Jason Cathey Date

Witnessed By: _____

/s/ 01/25/20
Jay Clark Date
NSS General Council

Witnessed By: _____
Witness

APPENDIX BH
January 9, 2020:5
(Refer to Act 26-952)

State of Tennessee, County of Putnam
Joint Management Agreement

WHEREAS Jason Cathey (hereafter referred to as "Jason") is the owner of what is referred to as Thunder Hole Cave located in Putnam County, Tennessee; and

WHEREAS the National Speleological Society (hereinafter "NSS") is the largest cave related organization in the United States; and

WHEREAS Jason and NSS desire to enter into a joint agreement in the management and preservation of Thunder Hole Cave located in Putnam County, Tennessee.

Now therefore in consideration of the premises recited above, the parties agree as follows:

That they hereby enter into a joint agreement for the management of Thunder Hole Cave in accordance with the following:

1. The parties will agree upon an individual or individuals to serve as preserve manager or to serve as the preserve management committee which will be responsible to the NSS and to the owner for management of the Thunder Hole Cave system.

2. The preserve manager or preserve management committee will report on no less than a yearly basis to both the NSS and Jason concerning visitation to the cave and preservation and management efforts.

3. The NSS is to control access to the entire cave system subject to rules and regulations set out in the Preserve Management Plan and subject to approval or disapproval by Jason as owner of the property.

4. The caving preserve will be open to qualified members of the public in accordance with the Tennessee Recreational Use Statute and subject to reasonable rules and regulations to protect the cave system and the safety of those entering the system. Those entering the preserve represent and affirm that they are physically able and qualified to safely descend and ascend a pit well in excess of 400 feet.

5. Entrance to the system will be by permit only. Said permit is to be issued by the preserve manager or managers and/or Jason Cathey.

6. All participants in any trip will be required to sign an anticipatory release before entering the preserve premises. There are no exceptions to this.

7. The NSS will provide a policy of commercial general liability insurance to cover its activities at

the preserve and to cover any injury and/or claim that might be presented by any licensees entering the preserve with the permission of either the preserve manager, the management committee or Jason Cathey. Said policy is to list Jason Cathey as an additional insured under the NSS general liability policy.

8. The NSS agrees to indemnify and hold harmless Jason Cathey for any claim or suit brought by anyone on the premises or in the cave as a licensee of the NSS. In the event of someone entering the cave system without knowledge of or permission from the NSS, Jason Cathey agrees he will indemnify and hold harmless the NSS for any claim brought by such individual.

9. The NSS shall have the exclusive right to manage such property subject to the advice, consent, and approval of Jason Cathey. The NSS has the exclusive right to determine when and how individuals or groups may be allowed to explore and/or tour the jointly managed property, subject to acceptance or rejection by Jason Cathey.

10. Jason has expressed an interest in seeing that the cave system is to be protected in perpetuity in its natural condition and acknowledges that the NSS has the expertise to do so. In the event Jason Cathey is satisfied with the management of such preserve and desires to donate the property to a nonprofit corporation fully capable of managing such preserve, Jason Cathey agrees that he will consider, on the right of first refusal, giving the property to the NSS. It is understood and agreed that this agreement does not obligate Jason Cathey to donate the property nor does it obligate the NSS to accept such property.

11. The NSS and licensees on the property will have access to the cave system across any property owned by Jason Cathey which directly leads from the parking area to the area of the cave. Access to any other part of Jason Cathey's property or any of the neighboring property is specifically prohibited.

12. The term of this Joint Agreement will be for one (1) year from the date of the signing of the first party herein and will automatically renew for each year on the anniversary of the signing date unless and until such time as the parties make different arrangement for the management of the property.

13. This Joint Management Agreement is to be interpreted in accordance with Tennessee law. It may be canceled by either party with written thirty (30) day notice delivered to either party.

14. Jason Cathey as owner reserves the right to approve, reject or make changes to the management agreement for the preserve or any parts thereof as he desires appropriate but to give notice of any such changes to the NSS.

15. This agreement can be amended in any form by the parties by written agreement.

/s/ 01/25/20
Jason Cathey Date

Witnessed By: _____

/s/ 01/25/20
Jay Clark Date
NSS General Council

Witnessed By: _____
Witness

APPENDIX BI
July 25, 2020:15, 19
(Refer to Act 26-956)

Memorandum of Understanding
between the
National Speleological Society
and the
Black Hills Cave and Nature Conservancy

WHEREAS, the Black Hills Cave and Nature Conservancy (hereinafter "BHCNC") is the owner of a 45-acre tract of land in the Black Hills area of South Dakota containing seven (7) known caves and perhaps others;

WHEREAS, the National Speleological Society, Inc. (hereinafter "NSS") is the leading organization worldwide in cave management conservation and exploration; and

WHEREAS, the BHCNC and the NSS have jointly agreed to a joint management plan for the management and maintenance of all the property belonging to the BHCNC; and

WHEREAS, the property is to be known as the Dahm Springs Preserve of the NSS and will be jointly managed by the NSS and BHCNC as recited herein.

In consideration of the premises recited above, the parties agree as follows:

1. Purpose: The purpose of this MOU is to establish a framework of cooperation and partnership between the parties on all matters related to acquisition, management, maintenance and all other functions within the stated purposes of the BHCNC and the NSS.
2. Duties of the BHCNC are as follows:
   (1) Adopt jointly a preserve management plan attached as part of this agreement and incorporated herein.
   (2) The BHCNC executive committee (President, Vice-Presidents, and Secretary/Treasurer) will serve as the preserve managers for the purposes of implementing the preserve management plan, managing the preserve and reporting jointly to both the parties herein.
   (3) The caves and surface resources are to be made available and accessible to the NSS for purposes of research, education and, maintenance on the entire preserve property subject to the ACCESS POLICY AND VISITATION section.
   (4) To allow access to the cave(s) for individuals professionally qualified in safe and clean caving techniques to enter the caves on the property, subject to the appropriate rules and regulations as formulated in the preserve management plan.

(5) Approve all publication or printed materials intended for public distribution regarding the conservancy and the preserve from the NSS.

(6) The preserve managers are also responsible for ensuring Lot 3 is mowed in the road cut area.

(7) To report on a quarterly basis to the NSS involving all pertinent matters related to the preserve and its management, in accordance with format suggested for preserve managers.

3. The NSS shall:

(1) Provide any requested or required technical assistance and expertise to the BHCNC and its preserve manager(s) regarding best management practices that would facilitate the preservation of the preserve properties.

(2) Provide as requested coverage under the NSS liability insurance, for activities taking place on the Dahm Springs Preserve.

4. It is mutually understood and agreed by and between the parties that:

(1) The exclusive management and control to access of the property will be through the preserve managers.

(2) Qualified cavers whether NSS members or otherwise shall be allowed access to the property, subject to approval under the Dahm Springs Preserve Management Plan, which is not being managed as a commercial enterprise, and such access will be in accordance with the recreational use statute of the State of South Dakota, and executed with signed releases from liability.

(3) Prior to any party entering the preserve it is the responsibility of the preserve manger or managers to see that releases are executed, which release all parties to this agreement and any persons, firm or corporation having any interest or obligation in the management, maintenance or exploration of the caves located on the preserve.

(4) This agreement does not create an agency relationship between the parties. The NSS does not have nor does it reserve the right to control the method and manner of implementing this agreement or managing the preserve. The NSS denies that it has any right to control the management of the caves on the preserve and its involvement is that of consultant and not responsible for the day to day operations or for any accident which might occur on the preserve property.

5. Termination: Any of the parties may terminate this agreement in whole or in part at any time. If any changes are to be made to the agreement, such changes are to be made jointly and signed by authorized representatives of all parties.

6. Contacts: The principal contact for this instrument are as follows:

a. For the NSS, the Administrative Vice President who can be reached at avp@caves.org or

b. For the BHCNC, the following whose address is
PO Box 234
Rapid City, SD
57709
BHCNC@caves.org

7. Non-Fund Obligation Document: The NSS is an Alabama not for profit corporation with

tax exempt status granted under 501(c)(3) of the Internal Revenue Code. Likewise, the BHCNC is also a non-profit corporation qualified as recited above. There is no money that is exchanging hands by and between any of the parties to this agreement. It is not the intention of the parties that this agreement will generate a source of income for either party, but rather is an agreement of mutual benefit to both parties.

DAHM SPRINGS PRESERVE MANAGEMENT PLAN

It is the intention of the NSS and the BHCNC that the Dahm Springs Preserve be considered an NSS preserve and that it is kept in its natural and undeveloped state. It is to be managed for purposes of conservation, resource protection, education, and scientific study. The preserve manager(s) are charged with the implementation of the attached management plan which has been adopted by the BHCNC and NSS boards of directors.

COMMERCIAL USE STATEMENT

Both parties to this MOU reaffirm their standing policy that bans any commercial use of the property and specifically prohibits any activity where any charge of any type is made. The property is made available for use by the general public in accordance with this Preserve Management Plan and in accordance with the Recreational Use Statute of the State of South Dakota.

Done this_____day of_____, 2020.

National Speleological Society

By: _____

Black Hills Cave and Nature Conservancy

By: _____

(This document has been formatted to match the style used in this manual. Contact avp@caves.org to view the original document with signatures.)

Top of Acts

APPENDIX BJ
July 25, 2020:12
(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 Acts 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 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, will investigate reports and recommend outcomes of the investigations to the President and if necessary, 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 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. See Appendix BF for additional detail.

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 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.

After filing a report, a representative of the General Counsel and/or President of the NSS will contact you personally, review the incident, and follow up with any additional questions. The General Counsel's legal committee will then review the information provided to determine if an investigation is needed. 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 the President of the NSS at president@caves.org

If the complainant, respondent, or witnesses are part of the legal committee or Board of Governors, they will recuse themselves from handling the incident.

If the respondent is found to be in violation of the Code of Conduct, they will be sanctioned, with actions ranging from a verbal warning up to, and including, removal from the society. If a severe sanction is recommended (for example, removal from the society), the President will seek the approval of the Board of Governors before administering the sanction.

APPENDIX BK
July 25, 2020:25, 26
(Refer to Act 15-959)

National Speleological Society
Loan Use and Repayment Plan

1. Introduction
In May of 2020, the NSS was notified that is was approved for a Small Business Association (SBA) loan of $149,900, with a 30-year term and a 2.65% interest rate. The repayment is under deferment for the first year after acceptance. Through internal discussion and a straw poll the Board of Directors (BOG), the Chair of the Directorate (COD) instructed the Secretary-Treasurer (S/T) to accept this loan before the SBA offer expired, with the stipulation that the money would sit in an investment account until a Loan Use and Repayment Plan had been adopted. The loan was accepted at the end of June 2020. The agreed upon intent of accepting this loan was to take advantage of the significantly low interest and leverage the debt to further the mission of the society, through meaningful projects and investments.

2. Investment Account
Following the acceptance of the loan, the NSS President (Geary Schindel) and S/T (Kristine Ebrey) began working with the National Speleological Foundation (NSF) to establish the aforementioned investment account. This type of conservative investment account has traditionally averaged an annual return of 4%. Once established, the funds will stay in that account unless withdrawn for approved project work or loan repayment.

3. Project Approval
The intention of taking out the loan and forming this plan is to create an immediate and ready, low-interest funding source for projects that are anticipated to produce a return on the investment made or profoundly further the mission of the Society. Such projects will each be proposed through a completed *Project Proposal Form* (**Appendix 2**) submitted to the BOG for consideration and approval prior to project funding. Each proposal must be sponsored by a member of the NSS Executive Committee. When considering proposals, the BOG should weigh each against any other potential uses of the requested funds, including potential gains if the funds were left in the investment account. A 2/3 majority is required to approve projects. Accepted proposals will be adopted as additional appendices of this document, until all SBA loan funds have been consumed.

Each project will be tracked within the NSS budget of the sponsoring officer. Additionally, the *Loan and Project Repayment Status Summary* (**Appendix 1**) will be updated annually by the S-T and shared along with the current budget for that year.

4. Loan Repayment
The monthly repayment of this loan will be carried out by the S/T. The first payment will be made on March 1, 2021. If 100% of the loan remains in the investment account, funds from that account will be used to repay the loan. If a portion of the initial loan is being actively used for a project, that percentage of the principle being used will be the percentage of the monthly loan payment that will be provided from the budget of the sponsoring officer for each project. At the annual budget meeting, these percentages and amounts will be calculated and worked into the budget of each officer who manages an active project. Projects using the loan should endeavor to look for ways to pay off their portion of the loan ahead of

schedule, allowing for additional funds to remain in the investment account. The balance of the investment account, once the loan principal has been paid, should continue to be used for projects at the discretion of the BOG.

Appendix 1 – *Loan and Project Repayment Status Summary*

SBA Loan Status:

Current Loan ($) balance	Monthly Payment ($)	% repayment NSF account	% repayment project accounts
149,900.00		**100%**	**0%**

Project Loan Portions and Status:

Project / Appendix #	Current Loan ($)	Original Allotment ($)	Sponsoring Office	% of loan repayment responsibility	Loan repayment responsibility monthly ($)

Appendix 2 – *Project Proposal Form* *(fillable PDF available)*

NSS – SBA Loan Project Proposal Sheet
Proposal Sponsored by: (name/title)
NSS Division/Committee Requesting Funds:

Date of Submission:
Projected date of project:
Project Summary: (and amount)
Rational for using this type of funding:
Proposed avenue(s) that the loan could be repaid following this project:
NSS Budget section responsible for repayment:

Additional Information may be attached to Appendix 2

The above documents have been formatted to match the style used in this manual. Contact s-t@caves.org to review the original or to request a fillable Appendix 2 Project Proposal Form PDF.

Approved Proposals

Date	Sponsor	Amount	Description
9-30-20:7	EVP	$30,000.	Publication of the revised edition of *On Rope*
9-30-20:8	OVP	$37,000.	Rebuild caves.org website

NSS – SBA Loan
Project Proposal Summary Sheet

Proposal Sponsored by: Scott Engel/EVP

NSS Division/Committee Requesting Funds: Special Publications

Date of Submission: 07/09/2020

Projected date of project: 2021-22 Fiscal year

Project Summary: The 3rd, revised edition of On Rope is currently in process and the NSS has a signed publication agreement with Rick Speaect and Eddy Cartaya to complete the revision. Originally, the revision was targeted for completion in the second half of 2020. However, due to delays mostly associated with the Covid-19 pandemic and associated travel and venue access restrictions, the authors have estimated the book will be delayed by a year. Because ON Rope remains the Society's biggest seller and it has not been revised since 1996, it is anticipated to be a high demand item upon release, justifying the need to print a large quantity of copies. In addition, this will be a large book. Consequently, the initial printing costs for this book are expected to be much higher than recent small scale releases. While it is difficult to project costs at this time due to the uncertain release date and final size of the book, it is reasonable to expect the initial printing costs to exceed $30,000. It will be difficult to find the additional funding needed for these production costs within our typical annual budget. Therefor, I proposed that at least $30,000 of the SBA loan be reserved to supplement the special publications budget to support the printing of the revised edition of On Rope.

Rational for using this type of funding: This represents a one time proposed expenditure with an easily managed repayment method (book sales), and retains the potential to generate revenue for the Society following payoff of the initial investment.

Proposed avenue(s) that the loan could be repaid following this project:

It is expected that the revised edition will sell well and quickly upon release. The book will be aggressively priced to increase the likelihood that the Society recovers the associated printing costs in a reasonable time frame, with the expectation that the costs can be recovered through sales of the book within less than 24-months from release.

NSS Budget section responsible for repayment: EVP with support from Bookstore (OVP)

Additional Project Information:

NSS – SBA Loan
Project Proposal Summary Sheet

Proposal Sponsored by: (name/title) Maureen Handler - Operations Vice President (OVP)

NSS Division/Committee Requesting Funds: Caves.org Steering Committee

Date of Submission: 07/16/2020

Projected date of project: 2021-22 Fiscal year

Project Summary: We are requesting that $37,000 of the SBA loan money be set aside for the caves.org rebuild project. The project is going to move forward by having a WordPress template professionally created for the new website. This will then be populated with content. This will include the creation of an archive section of the web presence. The secondary portion of the project is to give improved support to IOs and their web sites. At this point in the planing process we have received four quotes for the professional help we will need to complete this process. After much deliberation, we decided that the $37,000 bid would give us the best results.

Currently the Amazon Web Services account of the NSS is ~$2400 annually and this project will most likely necessitate that this expenditure be increased to $3000 annually. We will also be looking to add an additional $200 subscription to a suite of software to make the process smoother for our users and volunteers.

Additionally we are applying for a NSF grant in the fall that will hopefully give additional financial support for this project. Additional information on the website strategy, or process can be obtained by emailing website@caves.org or Adam@caves.org . So, we ask only that this portion of the money be earmarked for the website, and we will do our best to use less than this figure.

Rational for using this type of funding: The website has been cited by many of our members and directors to be an urgent need for updating. It is our public face, and our first interaction with many of the public. This money will put us on the fast track to completing the website rebuild project. Have the new website will pay dividends across the board for all our endeavors.

Proposed avenue(s) that the loan could be repaid following this project:

We will use web based advertising proceeds, grants, and grotto support for the repayment of this portion of the loan. If we generated $100 per month in advertising income, the loan would be paid off in 30 years.

NSS Budget section responsible for repayment: EVP with support from Bookstore (OVP)

Additional Project Information:

The Caves.org steering committee has been hard at work looking at the options for completing this process. The more content we can put on line with the committee, the more money we can save by not having to hire and outside company to put up content.

The committee also hope to meld this website in our on line library catalogue and museum and eventual "members only' area of the library, archives and cave files for digital access.

APPENDIX BL
March 13, 2021:6
(Refer to Act 26-965)

Memorandum of Understanding
between the
National Speleological Society
and the
Cave Conservancy of Hawai'i

This Memorandum of Understanding is by and between the Cave Conservancy of Hawai'i, of Ocean View, Hawai'i, 96737, herein after referred to as CCH, and the National Speleological Society, of Huntsville, Alabama, 25810, hereinafter referred to as NSS for the purpose of achieving certain protections for cave properties owned in the State of Hawai'i. These cave properties are currently only in the County of Hawai'i. They are primarily situated over caves associated with the Kipuka Kanohina Lava Tube System.

WHEREAS, the NSS is a world leader in cave acquisition, management and maintenance; and

WHEREAS, the CCH is a nonprofit cave conservancy located in the County of Hawai'i and at present owns the following described cave properties:

1. CCH_21ac_921510420000
2. CCH_21ac_921510430000
3. CCH_21ac_921510410000
4. CCH_3ac_921930690000
5. CCH_3ac_921930620000
6. CCH_3ac_921930240000
7. CCH_3ac_921930630000
8. CCH_3ac_921930660000
9. CCH_1ac_920030600000_Ole'sPuka
10. CCH_1ac_921750130000_SeaReef
11. CCH_1ac_920600290000_TextbookTunnel
12. CCH_1ac_920390050000_LinRigger3
13. CCH_ 1ac_920450470000_LinRigger2
14. CCH_ 1ac_920450500000_LinRigger1; and

WHEREAS, it is possible in the future that the CCH will likely acquire additional properties which while not named by this MOU are specifically to be covered by all the terms of this MOU. It is unlikely, but possible, and the CCH does reserve the right to divest any or all of its properties; and

WHEREAS, CCH and NSS desire to enter into an agreement to help ensure that these cave properties are conserved and properly managed in perpetuity; and

WHEREAS, CCH and NSS are desirous to enter into a Memorandum of Understanding between them, setting out working arrangements that each organization agree may be necessary to help achieve long-

term protections for these cave properties.

Now therefore in consideration of the premises recited above, the parties hereby agree as follows:

Purpose
The purpose of this memorandum is to provide the framework for any title transfer of the CCH owned properties to NSS in the unlikely event of dissolution of CCH or the inability of CCH to manage CCH owned properties; and to ensure that CCH owned properties are forever conserved, owned, and managed by an appropriate and competent organization.

Obligation of the Organizations
The organizations acknowledge that no contractual relationship is created between them by this memorandum but agree to work together in the spirit of partnership to accomplish the purpose.

Cooperation
The activities, services, and obligations of this agreement shall include, but are not limited to:

A. Activities, services and obligations to be rendered by CCH:

1. Will, to the best of its ability, maintain a strong organizational structural, membership involvement, and financial integrity of CCH so as to avoid organizational dissolution and the need to transfer the CCH owned properties.
2. Will maintain institutional knowledge, skills and abilities of cave management within the CCH organization in order to effectively manage CCH owned properties.
3. Will maintain a clear unencumbered title to CCH owned properties.
4. Will maintain the instruments of management so the assumption of management by another organization is as simple as possible. These may include, but not limited to, an operational cave gate, management plan, and other items.
5. Will notify NSS of any potential organizational disruptions that could lead to the dissolution of CCH.
6. Will notify NSS as soon as possible if CCH decides to designate a different organization or not to designate an organization to receive the CCH owned properties in the event of the dissolution of CCH.
7. Will provide funds, if available, to pay the legal fees for the real-estate transfer.
8. Will notify the NSS of any decision to divest itself of any of its properties.
9. In the event that the NSS cannot accept the properties, or does not wish to accept the properties, the CCH will offer the properties to The Nature Conservancy. As noted in its articles of incorporation, failing acceptance by either of entities the assets shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes in Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future U.S. Internal Revenue law).

B. Activities, services, and obligations to be rendered by NSS:

1. Will be prepared in the event of CCH dissolution to proactively secure the title to the CCH properties.
2. Will maintain institutional knowledge, skills and abilities of cave management within the NSS organization at a level sufficient to be able to assume the management of CCH properties in Hawai'i in the future if needed.
3. Will provide appropriate management for CCH owned properties in the event it assumes

ownership.

4. Will designate an alternative tax-exempt organization as set up under §501(c)(3) of the Internal Revenue Code to receive the property in the event NSS assumes ownership of the CCH owned properties and then NSS is dissolved.
5. Will notify CCH as soon as possible if NSS decides that it is unable or unwilling to continue to serve as the recipient of the CCH owned properties.
6. Will be prepared to pay the legal fees involved in the real-estate transfer, if no funds are available from CCH.

Resources

The organizations will endeavor to maintain resources necessary to be effective cave management organizations.

Signed _____ Date_____

Tomislav Gracanin
President
Cave Conservancy of Hawai'i

Signed _____ Date _____

Geary Schindel
President
National Speleological Society

(This document has been formatted to match the style used in this manual.
Contact avp@caves.org to view the original document with signatures.)

Top of Acts

APPENDIX BM
July 24, 2021:27, 28
(Refer to Act 26-967)

Donation of Property

State of Hawaii, County of Hawaii

WHEREAS John and Mary Wilson are owners of the following property track located in the State of Virginia, County of Washington, and desire to donate that property to the National Speleological Society, an Alabama Not for Profit Corporation. The property description is as follows:

Two tracks of land within the borders of the Jefferson National Forest located in Washington County, Virginia. The property consists of two tracks, with Track No. 1 consisting of 55.08 acres and being designated GPS Pin No. 22-4-1. The second track consisting of 80.65 acres with GPS Pin No. 10-A-8. The total donation is 135.73 acres.

WHEREAS the National Speleological Society is the recognized world leader in cave management and preservation.

Now, therefore, and in consideration of the premises, the undersigned John and Mary Wilson do hereby make an irrevocable donation of the above-described property to the NSS with the understanding that the property is to be managed in perpetuity as a cave preserve known as the Perkins Preserve Land Trust. Such property shall be managed as stated in the 2021 Memorandum of Understanding between the NSS and the Appalachian Cave Conservancy, with amendments as needed. This MOU shall be in effect as long as both organizations find it advantageous. Such property is never to be sold, mortgaged, or encumbered in any way except as listed below.

In the event of a dissolution of the NSS, the property shall be donated to and given to an organization with like goals to the NSS to see that the property remains as a cave/nature preserve and is to be preserved in its natural state. As part of this donation, the National Speleological Society is to maintain the property as necessary to keep it in its natural state as much as practical and is to maintain access to the property as it sees fit.

In the event of unanticipated events that might cause the NSS not to be dissolved but to become significantly impaired and limit its ability to carry out many of its functions, the Perkins Preserve property shall be given the highest priority of NSS real-estate holdings to ensure that it is preserved in perpetuity.

_____
President of the NSS

_____
John M. Wilson

Date: _____

_____
Mary S. Wilson

Date: _____

NOTARY PUBLIC
STATE OF HAWAII
_____ COUNTY

Before me, the notary public, in and for said county and state, personally appeared John and Mary Wilson and after being first duly sworn, did state that they have read the above and foregoing, and executed the same of their own free will.

Sworn to and subscribed this _____ day of _____, 2021.

_____
Notary Public

My Commission Expires: _____

ACCEPTANCE

Date: ____ day of _____, 2021
Donation of the property as described above is hereby accepted by the National Speleological Society, an Alabama not for profit corporation, on the terms specified herein.

Memorandum of Understanding
between the
National Speleological Society
and the
Appalachian Cave Conservancy

WHEREAS, The Appalachian Cave Conservancy (hereinafter "ACC") is the manager of Perkins Cave in Washington County, Virginia;

WHEREAS, the National Speleological Society, Inc. (hereinafter "NSS") is the leading organization worldwide in cave management conservation and exploration; and

WHEREAS, the ACC and the NSS have jointly agreed to a joint management plan for the management and maintenance of all the Perkins Cave Preserve property belonging to John M and Mary S. Wilson and to be donated to the NSS in the year 2021; and

WHEREAS, the property is will be known as the Perkins Cave Preserve and Land Trust of the NSS and will be jointly managed by the NSS and ACC as recited herein. In consideration of the premises recited above, the parties agree as follows:

Purpose: The purpose of this MOU is to establish a framework of cooperation and partnership between the parties on all matters related to the acquisition, management, maintenance, and all other functions within the stated purposes of the ACC and the NSS. The activities, services, and obligations of this agreement shall include, but are not limited to:

Duties of ACC as follows:
1. Will adopt jointly a preserve management plan attached as part of this agreement and incorporated herein.
2. Will, to the best of its ability, maintain a healthy organizational structure, membership involvement, and financial integrity.
3. Will maintain institutional knowledge, skills, and abilities of cave management within the ACC organization to effectively manage Perkins Cave and the Perkins Cave land trust.
4. Will maintain the management instruments, so another organization's management assumption is as simple as practical. These include an operational cave gate, management plan, and other items.
5. Will pay the electric utility service bills at the Wilson field house.
6. Will notify NSS as soon as possible if ACC is unable or unwilling to continue to manage the Perkins Cave land trust.
7. The ACC Board of Directors will help the preserve managers implement the preserve management plan and manage the preserve and reporting jointly to both parties.
8. The cave and surface resources are to be made available and accessible to the NSS for research, education, and maintenance on the entire preserve land trust subject to the Access Policy and Visitation section.
9. Will allow access to the cave(s) for individuals with the knowledge, skills, and abilities to competently cave using safe and clean caving techniques to enter the caves on the property, subject to the appropriate rules and regulations formulated in the preserve management plan.
10. Will formulate rules and guidelines for the use of the preserve land in consultation with the NSS.
11. Will approve all publication or printed materials intended for public distribution regarding the conservancy and the preserve from the NSS.
12. Will maintain at least the four-wheel-drive access road to Perkins Cave from Route 80.

13. Will report three times per year to the NSS involving all pertinent matters related to the preserve and its management, following the format suggested for preserve managers.
The NSS shall:
1. Provide any requested or required technical assistance and expertise to the ACC and its preserve manager(s) regarding best management practices that would facilitate the preservation of the preserve land trust.
2. Provide as requested coverage under the NSS liability insurance for activities on the Perkins Cave Preserve.
3. Will maintain institutional knowledge, skills, and abilities of cave management within the NSS organization at a level sufficient to assume the management of Perkins Cave Preserve in the future if ACC withdraws from this agreement or is otherwise needed.

It is mutually understood and agreed by and between the parties that:
1. The exclusive management and control to access the property will be through the preserve managers.
2. Competent and qualified cavers with the appropriate knowledge, skills, and abilities, whether NSS members or otherwise, shall be allowed access to the property:

A. Subject to approval under the Perkins Cave Preserve Management Plan.
B. Subject to compliance with all commonly accepted caving standards and practices and specific rules and procedures established by the Perkins Cave managers
C. Are not managed or led as a commercial enterprise
D. Comply with being under the Commonwealth of Virginia's recreational use statute executed with signed releases from liability.

This agreement does not create an agency relationship between the parties. The NSS does not have nor does it reserve the right to control the method and manner of implementing this agreement or managing the preserve. The NSS denies that it has any right to control the caves' management on the preserve. Its involvement is that of consultant and not responsible for the day-to-day operations or any accident that might occur on the preserve property.

Termination:
ACC may terminate this agreement in whole with due notice at any time. If ACC terminates this agreement, the NSS will assume full management responsibility for the Perkins Cave Preserve and Land Trust.

NSS may terminate this agreement in whole by showing cause and with due notice.

Modification:
If any changes are made to the agreement, such changes are to be made jointly and signed by all parties' authorized representatives.

Contacts:
The principal contacts for this instrument are as follows:
For the NSS, the administrative vice president who can be reached at AVP@caves.org ; or
For the ACC, the following is the initial address is PerkinsCavePreserve@caves.org

Non-Fund Obligation Document: The NSS is an Alabama not-for-profit corporation with tax-exempt status granted under 501(c)(3) of the Internal Revenue Code. Likewise, the ACC is a non-profit corporation qualified as recited above. No money is exchanging hands by and between any of the parties to this agreement. It is not the parties' intention that this agreement will generate a source of income for either party, but rather is an understanding of mutual benefit to both parties.

Preserve and Land Trust
Management Plan

The Perkins Cave Preserve Management Committee will draft a complete management plan, establish its procedural rules, and appoint committee members as needed.

The ACC board will appoint the Perkins Cave Preserve Management Team. This management team will appoint managers for the positions of Property manager and cave manager with the approval of the NSS Preserves Committee Chairs.

The initial management team members are:
Jeannie Bailey and Steve Bailey, Ellen Hofler, Jason Lachniet, and Janet Manning

The initial property managers are: Jeannie Bailey and Steve Bailey

The initial cave manager is Jason Lachniet

Before any party entering the preserve, it is the responsibility of the preserve manager or managers to see that releases are executed, which release all parties to this agreement and any persons, firm, or corporation having any interest or obligation in the management, maintenance, or exploration of the caves located on the preserve.

The NSS and ACC's intention is for the Perkins Cave Preserve and Land Trust to be kept in its natural and undeveloped state. Conservation, resource protection, education, scientific study, and recreation are the purposes of this land trust. The management committee may approve cave modifications compatible with these principles. The preserve manager(s) is charged with implementing the attached management plan adopted by the directors' ACC and NSS boards.

COMMERCIAL USE STATEMENT
Both parties to this MOU reaffirm their standing policy that bans commercial use of the cave property and prohibits explicitly any activity requiring an admission charge. Voluntary donations to the NSS or ACC may be accepted, provided said contributions are not given in any way to imply an admission fee. The preserve managers may charge a use fee to pay for the cost of services offered and surface accommodations.

The surface part of the land trust is made available for use by the public with specific restrictions stated in the Preserve Management Plan.

The cave part of the land trust is made available for use by people with the appropriate knowledge, skills, and abilities to cave in a competent manner respecting the unique conservation requirements of Perkins Cave and with specific restrictions stated in the Preserve Management Plan.

Done this _____ day of _____, 2021.

By: _____ By: _____
National Speleological Society Appalachian Cave Conservancy

This document has been formatted to match the style used in this manual. Contact avp@caves.org to review the original agreement with signatures and date.

APPENDIX BN
July 24, 2021:29, 30
(Refer to Act 26-968)

Memorandum of Understanding
between
Julianne Ramsey
and the
National Speleological Society

WHEREAS, Julianne Ramsey (hereinafter “Ramsey”) is the owner of what is referred to as Nunley Mountain Cave located in Grundy County, Tennessee, and desires to enter into this MOU with the National Speleological Society, Inc. (hereinafter "NSS") of which she is also a Life Member; and

WHEREAS, the NSS is the world’s leading cave-related organization which possesses expertise in conservation, education, and management of cave and karst resources; and

WHEREAS, the parties desire to jointly enter into a MOU with each other to create what will be referred to as the Nunley Mountain Cave Preserve, an NSS Nature Preserve (hereinafter “NMCP”).

In consideration of the premises recited above, the parties agree as follows:

1. Purpose: The purpose of this MOU is to establish a framework of cooperation and partnership between Ramsey and the NSS on a variety of assistance, conservation, and education projects involving the Nunley Mountain Cave Preserve, which consists of approximately 323 acres of mature forestland.

2. Statement of Mutual Benefits: The benefits of this partnership include, among other things, an active partnership with the NSS to utilize its professional resources and expertise in the conservation and study of Nunley Mountain Cave and any significant natural resources located on the preserve property. The benefits for the NSS include, among other things, a continuation of their mission to protect caves and their natural contents through conservation, stewardship, research, and public education, as well as to promote responsible cave exploration and fellowship among those interested in caves.

3. Duties of Ramsey:
   a) Assigned by way of a preserve management plan for Ramsey to work with the NSS preserve management team who will manage access as a partnership for the NMCP. This management team will include Ramsey as a Preserve Manager and others based on her recommendations.
   b) Work with the NSS as desired to facilitate the proper monitoring and maintenance of Nunley Mountain Cave as well as other caves and karst features located on the preserve property.
   c) Make such caves available at agreed upon and reasonable times and readily accessible to the NSS for purposes of assisting with monitoring, research, and maintenance of not only the primary cave but also auxiliary caves and karst features on the preserve property, subject to applicable conservation and best use practices, as requested by the owner. These activities could include survey and mapping projects, resource inventory, advanced photography, paleontological assessments, hydrological and barometrical studies, or other documentation methods to guide research and inform management decisions for the preserve.

d) Include and utilize the NSS technical expertise in developing information, educational programs, and interpretive material on cave management, conservation, recreation, and scientific research.
e) Approve all publications, printed materials or electronic media intended for public dissemination regarding the NMCP.
f) Review this agreement with the NSS when appropriate and coordinate with the NSS Preserves Committee Chairs, the NSS AVP, and the NSS general counsel if modifications are necessary.
g) Ownership and ultimate control of the preserve property remains with Ramsey. Ramsey will maintain control over the property by annual review/updates and agreements for ingress and egress of NSS affiliated trips and visitors as outlined in the preserve management plan, as well as by actively serving on the preserve management team of NMCP. This allows Ramsey full approval over changes to the management plan, as well as the ability to approve and recommend those who are named as managers on the management team. This allows Ramsey, as the land owner to have continued meaningful input in both the rules for management as well as those who are assisting in carrying out the management actions on this property.
h) Ramsey agrees that all monitoring, research, maintenance, exploration, and recreation pursued by NSS members and affiliates at the NMCP will be likewise conducted under the preserve management plan and for which she will never require a charge. Both parties agree that the preserve management team will coordinate on the dates and times of access to the NMCP.
i) Ramsey intends and expects to establish on the property a separate educational program to introduce the general public to responsible caving and conservation of the cave environment. Ramsey therefore reserves the right to conduct trips for the general public. The NSS has no right and reserves no right to control how Ramsey would conduct her trips for the general public, including the participants, dates, times, and locations within parts of the cave system. The parties agree that Ramsey will coordinate with NSS members and affiliates for dates and times of access to the NMCP. Because Ramsey is reserving the right to conduct cave trips for the general public and to make a charge for the same, she agrees once commencing this activity that she will notify the NSS Preserve Committee Chair(s) and obtain a policy of commercial general liability insurance coverage to protect herself, the cave property, and the NSS. She agrees to have the NSS listed on her policy as an additional insured for these separate activities she proposes to conduct and that her policy is to be primary over and above any policy that the NSS might have in terms of coverage for her public caving trips and other educational programs. This policy would be applicable only for activities undertaken in the course of her public educational contacts. Ramsey will make it clear that these educational trips are not through her role as an NSS preserve manager.

4. The NSS shall:
a) Provide any requested or required technical assistance and expertise to the NMCP and its preserve managers regarding best management practices that would facilitate the conservation of the preserve property, along with training and instruction in proper policies and procedures to achieve this goal.
b) Make information regarding exploration, survey, research, and other developments on the NMCP available to Ramsey as requested.
c) The NSS will serve as a goodwill ambassador, consultant, and advisor for the conservation of the Nunley Mountain Cave Preserve.
d) The NSS will add NMCP to its general liability insurance policy and Ramsey will be named as an additional insured on such policy, which serves to cover only the activities on the premises conducted by NSS members and affiliates, and which policy is to be primary for any claim arising out of the NSS-related activities. The NSS agrees that it will have Ramsey named as an additional insured under the policy for any accidents or injuries arising out of NSS controlled activities on the NMCP.

5. It is mutually understood and agreed by and between the parties that:

a) Access to the NMCP will be administered by the NMCP Preserve Management Team. This team will perennially include Ramsey as a Preserve Manager and her recommendations to fill the others on the preserve management team to assist in management of the NMCP. This team is not a "committee," but instead a group of people working together as named volunteer preserve manager staff to carry out and honor the conservation/management/permitting/access stipulations as specified by the NMCP management plan.

b) The NSS Preserve Management Team must enforce the NMCP management plan and will also be responsible for seeing that liability releases are executed by any person entering the NMCP for NSS-related activity or entry. Ramsey will be responsible for seeing that liability releases are executed by any person entering the NMCP for all non-NSS entries to the property, to release all parties in any way connected with the preserve. A Preserve Manager will report on a quarterly basis to the NSS.

c) If there are any changes or modifications in this agreement which are to be made by mutual consent of the parties, there will be a written modification agreement signed and dated by all parties prior to any changes being instituted.

d) Each party agrees that upon request, they will share with the other party any information with reference to survey and mapping, discoveries, research, or any other activities specifically related to caves within the NMCP.

e) The NSS agrees that it will offer its assistance with its expertise in property maintenance and conservation practices in order to keep the preserve in its natural state.

6. Termination: Either of the parties may terminate this agreement in whole or in part at any time before its expiration.

7. Contacts: The principal contact for this instrument shall be as follows:
a. For the NSS, the administrative vice president, who can be reached at AVP@caves.org; or
b. Julianne Ramsey, who can be reached at jpr3e3@gmail.com

8. Non-Fund Obligation Document: The NSS is an Alabama not-for-profit corporation with tax exempt status granted under 501(c)(3) of the Internal Revenue Code. No money is changing hands by or between any of the parties to this agreement. It is not the intention of the parties that this agreement in any way is to generate a source of income of any type for either of the parties but rather is an agreement that is one of mutual benefit for both of the parties. For NSS members and affiliates under aegis of the NMCP management plan, no charge of any type will be made for visiting of the preserve so as to retain limitation of liability per provisions of T.C.A. Title 70 Chapter 7 Part 1 et seq State of Tennessee Recreational Use Statute.

9. The NSS, if requested, will assist with monitoring access to the caves of the NMCP but will not be legally liable or responsible for an injury to any party who is not on the property at the expressed or implied invitation of the NSS. The NSS agrees that it will indemnify and hold harmless Julianne Ramsey for any claims presented against both the NSS and Ramsey by any person, firm, or corporation on the property at the expressed or implied invitation of the NSS. Ramsey agrees that she will indemnify and hold harmless the NSS for any claims presented against it by any party on the property at the expressed or implied invitation of Ramsey in conjunction with her own public educational programs. In this regard, as a limitation to her own liability, Ramsey intends and expects to work with the provisions of T.C.A. Title 11 Chapter 11 et seq as applicable. It is the intention of the parties that neither party will be responsible for any injury to an individual on the premises not at the expressed or implied invitation of that particular party.

In witness whereof, the parties hereto have executed this agreement by and through their authorized representatives.

Done this the _____ day of _____, 2021.

_____
NSS by its Administrative
Vice President

_____
Julianne Ramsey

This document has been formatted to match the style used in this manual. Contact avp@caves.org to review the original agreement with signatures and date.

Top of Acts

APPENDIX BO
July 24, 2021:31, 32
(Refer to Act 26-969)

Memorandum of Understanding
between the
National Speleological Society
and
Karst Canyons, LLC
and the
Preserve Management Plan

WHEREAS, Karst Canyons LLC (hereinafter "KC") is the owner of Bethlehem Cave and a number of smaller surrounding karst features in the Black Hills area of South Dakota.

WHEREAS, the National Speleological Society, Inc. (hereinafter "NSS") is the leading organization worldwide in cave management conservation and exploration; and

WHEREAS, KC and the NSS have jointly agreed to a joint management plan for the management and maintenance of all the property belonging to Karst Canyons LLC; and

WHEREAS, the area containing these karst features is to be known as the Mammoth Crystal Cave Nature Preserve of the NSS and will be jointly managed by the NSS and KC as recited herein.

In consideration of the premises recited above, the parties agree as follows:

1. Purpose: The purpose of this MOU is to establish a framework of cooperation and partnership between the parties on all matters related to acquisition, management, maintenance and all other functions within the stated purposes of the KC and the NSS.

2. Duties of the Karst Canyons LLC are as follows:
   a) Adopt jointly a preserve management plan attached as part of this agreement and incorporated herein.
   b) The Karst Canyons staff will serve as the preserve managers for the purposes of implementing the preserve management plan, managing the preserve and reporting jointly to both the parties herein.
   c) The caves and surface resources are to be made available and accessible to NSS cavers for purposes of research, education and, maintenance on the preserve property subject to the policies expressed in the preserve management plan.
   d) To allow access to the cave(s) for individuals qualified in safe and clean caving techniques to enter the caves on the property, subject to the appropriate rules and regulations as formulated in the preserve management plan.
   e) Approve all publication or printed materials intended for public distribution regarding the conservancy and the preserve from the NSS.
   f) The preserve managers are also responsible for ensuring the general maintenance of the site is completed.

g) To report on a quarterly basis to the NSS involving all pertinent matters related to the preserve and its management, in accordance with format suggested for preserve managers.

3. The NSS shall:
   a) Provide any requested or required technical assistance and expertise to Karst Canyons and its preserve manager(s) regarding best management practices that would facilitate the preservation of the caves and karst features.
   b) Provide as requested, named coverage under the NSS liability insurance, for activities taking place on the Mammoth Crystal Cave Nature Preserve.

4. It is mutually understood and agreed by and between the parties that:
   a) The exclusive management and control to access of the property will be through the preserve managers. The NSS agrees to not release locational data of this preserve without express consent of KC.
   b) Qualified cavers whether NSS members or otherwise shall be allowed access to the property, only by approval under the Mammoth Crystal Cave Preserve Management Plan and permitting through the Preserve Management Team. The preserve is not being managed as a commercial enterprise, as such access will be in accordance with the recreational use statute of the State of South Dakota, and executed with signed releases from liability.
   c) Prior to any party entering the preserve it is the responsibility of the preserve manger or managers to see that releases are executed, which release all parties to this agreement and any persons, firm or corporation having any interest or obligation in the management, maintenance or exploration of the caves located on the preserve.
   d) This agreement does not create an agency relationship between the parties. The NSS does not have nor does it reserve the right to control the method and manner of implementing this agreement or managing the preserve. The NSS denies that it has any right to control the management of the caves on the preserve and its involvement is that of consultant and not responsible for the day-to-day operations or for any accident which might occur on the preserve property.

5. Termination: Any of the parties may terminate this agreement in whole or in part at any time. If any changes are to be made to the agreement, such changes are to be made jointly and signed by authorized representatives of all parties.

6. Contacts: The principal contact for this instrument are as follows:
   a) For the NSS, the administrative vice president who can be reached at AVP@caves.org ; or
   b) For Karst Canyons, the following whose address is kurtfjelland@yahoo.com

7. Non-Fund Obligation Document: The NSS is an Alabama not for profit corporation with tax exempt status granted under 501(c)(3) of the Internal Revenue Code. There is no money that is exchanging hands by and between any of the parties to this agreement. It is not the intention of the parties that this agreement will generate a source of income for either party, but rather is an agreement of mutual benefit to both parties.

The Mammoth Crystal Cave Preserve Management Plan

It is the intention of the NSS and KC that the Mammoth Crystal Cave Nature Preserve be considered an NSS preserve and that it not be developed for a commercial undertaking. It is to be managed for purposes of conservation, resource protection, education, and scientific study. The preserve manager(s) are charged

with the implementation of the attached management plan once it has been adopted by the KC and NSS boards of directors.

Commercial Use Statement

Both parties to this MOU reaffirm their standing policy that bans any commercial use of the property and specifically prohibits any activity where any charge of any type is made. The property is made available in accordance with this Preserve Management Plan and in accordance with the Recreational Use Statute of the State of South Dakota.

Done this ____ day of _____ , 2021.

National Speleological Society

By: _____

Karst Canyons LLC

By: _____

This document has been formatted to match the style used in this manual. Contact avp@caves.org to review the original with signatures and date.

Top of Acts

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 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.

3) Ensure that at least one business meeting of the VTC will be organized annually.

G) NC Nomination: The NSS AVP 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 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. 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 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 and may be removed by the AVP 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 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 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 and at the pleasure of the Board. Master-Trainers may be removed either by the AVP 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 and at the pleasure of the Board. Trainers may be removed either by the AVP 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 mange 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.

Top of Acts

APPENDIX BQ
December 4, 2021:26
(Refer to Act 58-977)

Donation Agreement

This document is intended to be a nonbinding agreement by and between the parties but is intended to set out positions of the parties to this agreement that will ultimately result in a later donation of all the property referred to herein. The parties agree that they will jointly execute a Memorandum of Understanding ("MOU") for the transportation and display of the equipment referred to herein.

WHEREAS the National Speleological Society (hereinafter "NSS") is the world leader in cave related activities including but not limited to history, preservation, exploration, conservation, and education; and

WHEREAS the NSS has its home office in Huntsville, Alabama and has facilities to store, preserve, and display historical documents and materials. The NSS has at present a display at its headquarters office in Huntsville of antique and old caving related items; and

WHEREAS Gary Storrick has a world class collection of vertical caving related material and equipment, and it is his desire to see that such equipment is preserved in perpetuity for viewing, research, and educational purposes; and

WHEREAS the NSS and Gary Storrick desire to enter into an agreement to help preserve the collection of Garry Storrick and make the same available for public viewing, research, and educational functions; and

WHEREAS Gary Storrick desires to see that his collection will continue to grow, and it is his present intention that at some point in time the entire collection will be donated to the NSS. At the present time the collection may be in whole or in part loaned to the NSS for the purposes recited above; and

WHEREAS the parties desire that appropriate space be set aside in the national headquarters of the NSS for permanent display and viewing of the collection when the entire collection has been received. The parties agree that they will coordinate the display and placement of loaned items among themselves until such time as the NSS gets total control of the entire collection.

In consideration of the premises recited above, Gary Storrick agrees that at the present he may loan some or all of his collection to the NSS and the NSS agrees that it will accept, preserve, and make available for research, viewing, and display that part of the collection presently temporarily donated to the NSS. The parties agree that the loaned items will be cataloged, stored, and some or all of the items will be displayed in accordance with a Memorandum of Understanding the parties agree they are going to execute and in accordance with the NSS donation policy and certain amendments or adjustments to be made to the policy as part of the donation of the collection referred to herein. The collection is to be kept together and displayed for public viewing at the NSS headquarters or collateral buildings as agreed upon by the parties.

The ownership of all the display remains with Gary Storrick until such time of his demise or until he decides to part with the collection in some other manner. It is the intention of the parties at the present time that in the future title to all the items in the collection will go to the NSS. At the present the collection will

be in the custody of Gary Storrick. Gary Storrick reserves the right to add to or delete items from the collection and for the NSS to manage such collection as agreed by and between the parties.

The parties agree they will work on a Memorandum of Understanding to be executed by all parties and to be a fluid document which is subject to change based on changing conditions, the desires of the parties, or any future legal requirements.

National Speleological Society

/s/_____
Geary M. Schindel, President
Date: December 8, 2021

/s/_____
Gary Storrick
Date: November 11, 2021

Memorandum of Understanding
between the
National Speleological Society
and
Dr. Gary Storrick

This is a Memorandum of Understanding ("MOU") executed by and between the National Speleological Society, Inc. (hereinafter "NSS") and Gary D. Storrick (hereinafter "Storrick) perfected this 10th day of November, 2021.

WHEREAS the NSS is the world leader in cave related activities including education, history, preservation, exploration, and conservation; and

WHEREAS the NSS has its home office in Huntsville, Madison County, Alabama and has adequate facilities there in order to store and display, among other things, historical documents and materials; and

WHEREAS Storrick has a world class collection of vertical caving related materials and equipment, and it is his desire that such collection is preserved and made available for review and educational purposes among others; and

WHEREAS the NSS and Storrick desire to enter into an agreement to preserve the collection of property from Storrick and make the same available for public viewing, research, and educational functions; and

WHEREAS Storrick reserves the right to loan some of his collection to the NSS which would be on display at its headquarters, and he desires to see that his collection will continue to grow and that he will donate at various different times different parts of his collection and desires at the time of his demise that all of his collection be donated to the NSS.

The function of this MOU is to formally memorialize the Donation Agreement of Storrick's collection and to provide a framework for donation of the remaining property and its preservation.

1. It is the intention that Storrick donate part or all of his collection which has not previously been loaned to the NSS, but he intends to reserve a "life estate" to alter, add to, or subtract from such collection.
2. Storrick may at present donate on a loan basis to the NSS some or all of his collection for research, education, and any other legitimate and legal function.
3. It is the intention of the parties that in the future Storrick will donate some or all of his collection to the NSS either by transfer of ownership or through estate procedures.
4. The NSS at its discretion will display different parts of the collection at its headquarters building in Huntsville, Alabama or at other locations selected by the NSS. Proper acknowledgment at the location will be displayed wherever the collection is made available for display.
5. The NSS is never authorized to sell, donate or transfer any of the collection without written permission from Storrick (unless and until full title is vested in the NSS).
6. The NSS has a donation policy which is incorporated by reference in this MOU as Exhibit

#1. Modification to such donation policy is as reflected herein.
7. The NSS has a right to reject any item in the collection that is not consistent with the rules, regulations, existing laws or policies of the NSS.
8. The NSS agrees that it will provide proper care and storage for all donated items.
9. Storrick agrees that it is his present intention to make the NSS the beneficiary of a retirement account he has which will generate income that can be used to maintain and preserve the collection as well as to preserve any facility where such collection would be displaced.
10. Storrick represents that he has clear title to all the donated items and that there will be no copyright problems with any of the items which have been donated. Storrick has a "collection portion" on his website and it is his present intention that the collection portion and website be transferred to the NSS at the same time of the transfer of the collection.
11. To the extent that any donated items are contaminated, the NSS reserves the right to alter and/or dispose of such items.
12. If requested and available, Storrick agrees to furnish records of authenticity as to such documents but to the extent that is required under the Donation of Agreement of the NSS, the same is specifically altered and changed. Storrick expresses his intention to transfer all documents related to the collection which are an important part of the history which must be preserved.
13. The parties agree that the donation is to be an "all or nothing" other than as expressed in item No. 11.
14. Upon the NSS complying with the terms of the donation then all donated items will be the exclusive property of the NSS subject to the provisions of item No. 1 herein.
15. The NSS agrees that any and all donated items are to be retained for as long as they maintain their physical integrity or are not contaminated in any way.
16. The NSS is a 501(C)(3) non-profit corporation with its principal place of business in the State of Alabama. It agrees to furnish whatever papers or assistance might be needed in order to assist with any tax deductions dealing with donation of the property referred to herein.
17. The NSS donation policy requires certain information to be furnished with reference to the donated items. The parties acknowledge and agree that this requirement is neither feasible nor economical and that the items are being accepted by the NSS as donated. To the extent any authentication is needed and can be feasibly and economically obtained then the parties agree to work among themselves to obtain such authentication.
18. The NSS donation policy requires completion of a donation questionnaire. The parties agree that because of the extensive number of items such questionnaire would be neither feasible nor economical and accordingly it is not being required and the donation policy is modified to that extent.
19. Storrick agrees that it is his intention to revise his will and leave any items not previously given to the NSS to them in accordance with this MOU or any subsequent amendments thereto.
20. The NSS agrees that it will maintain, house, and display items referred to herein in its discretion subject to the availability of adequate space and adequate financing.
21. Storrick reserves the right to loan or donate any of his collection to the NSS at any time.
22. The parties agree that this MOU may be amended at any time by agreement of the parties (except for item No. 21).
23. It is the intention of the parties that display of the donated items be housed and displayed at the present headquarters of the NSS located on Pulaski Pike in Huntsville, Madison County, Alabama but subject to the approval of the parties some or all of the collection may be stored and displayed at previous headquarters of the NSS located on Cave Avenue in Huntsville, Madison County, Alabama. The NSS agrees that it will provide fire protection and loss prevention measures at wherever the collection is housed and displayed.
24. The parties agree that any or all of the donated collection whether displayed or stored will be made available for research and/or education purposes to properly qualified individuals.

25. Storrick has expressed his intent to provide endowments which will be used exclusively toward addition to maintaining, storing, or making available the donated collection for display to the public and research.
26. The NSS agrees that it will create on a permanent basis a steering committee to monitor the collection and the handling of the same and to make sure that it is properly maintained in accordance with this MOU and in accordance with good business practices.
27. The NSS has authority (subject to the advice and consent from Storrick) to decide which items may be displayed and how the display is to be set up and managed. In the event Storrick is not available, the NSS then has the exclusive authority to do that in its discretion.

/s/_____
Gary Storrick
Date: November 11, 2021

/s/_____
Geary M. Schindel,
National Speleological Society
President
Date: December 8, 2021

This document has been formatted to match the style used in this manual.
Contact ovp@caves.org to review the original document and signatures.

SECTION 4 --- GOVERNING BODIES

Top

Organizational Structure The organizational structure of the NSS is displayed in the chart on the following page.

For specific information on the various officers' departments, committees, and Internal Organizations use the links to the subsections in this Manual dealing with these bodies.

Board of Governors Since its founding, the National Speleological Society has been governed by a Board of Governors, which has full power to conduct all business of the Society. It meets at least once a year, at the annual convention, and as many other times as its members feel are necessary. The Board of Governors presently consists of 17 people and is made up of two smaller groups, the Directorate or directors and the Executive Committee or officers.

Throughout the history of the Society, the Board of Governors has consisted, at least in part, of people elected by the whole membership. Before 1946 the officers were excluded from the Board, unless they had been separately elected as Board members, which was generally the case. Since 1946 the Board has consisted of directors and officers acting together, the directors choosing the officers.

Until 1946 the entire Board was elected by the members. In 1946 the officers, as well as the officers of the preceding year, were added to the directors elected by the membership. In 1950, past presidents were added, in 1952 a representative of each regional organization, and in 1956 a commercial cave owners representative. The number of members on the Board of Governors gradually increased until, by 1959, the Board of Governors consisted of an unwieldy group of 44 people, resulting in government largely by proxy.

In 1960, Joseph D. Lawrence, as chairman of a reorganizing committee, proposed the present system of government, which was adopted, to provide more direct control by the members. The Board of Governors presently consists of the officers along with 12 directors elected by the members. Directors serve for three years, four being elected each year. They choose the officers and also fill any vacancies that may occur on the Board during a term. Dates and locations of past Board of Governors meetings are listed in Table 4A.

Executive Committee (Officers)

General The Executive Committee is made up of the Officers of the Society: President, Administrative Vice-President, Executive Vice-President, Operations Vice-President, and Secretary-Treasurer. The officers are elected by the Directorate for one year terms. The president is elected as ``President-Elect'' at the spring Board of Governors meeting and takes office as president at the close of the opening session of the Board of Governors meeting at the annual convention.

The three Vice-Presidents are elected at an organization meeting, a closed meeting of the Directorate, held at the annual convention. The Treasurer is elected at the fall meeting to a term to conform with the Society's fiscal year (May 1 to April 30). The officers may be any regular or higher member of the Society. If a member of the Directorate is elected an officer, he must resign his position as director. The Board of Governors then picks another person to serve as a director until the next election.

Officers

President The President's term extends from one organization meeting to the next (not necessarily a year). He may be reelected as often as the Directorate desires.

The president presides at meetings of the Executive Committee and of the Board of Governors. If the president is absent or incapacitated, the President Pro Tem (not an officer, appointed by the Board) acts in his place. A President Elect who is not the incumbent is *ex officio* President Pro Tem. The president may not appoint a proxy for himself at a Board of Governors meeting. He is a member of the Board of Governors so may vote at these meetings. Customarily the president only votes to break or make a tie.

The President has direct jurisdiction over a number of the permanent committees and functions of the Society. The chairmen of these committees are nominated by the President and approved by the Board. The committee chairmen report to the President.

Administrative Vice-President The Administrative Vice-President's term extends from one organization meeting to the next. He may be reelected as often as the Directorate desires. He may appoint a proxy to represent himself if he is not able to attend a meeting of the Board of Governors.

The work of the Administrative Department is carried out by various committees. The committee chairmen are nominated by the Administrative Vice President and approved by the Board. The committee chairmen report to the Administrative Vice President.

Executive Vice-President The term of the Executive Vice-President also runs from one organization meeting to the next and he may succeed himself. He may appoint a proxy to represent himself if he is unable to be present at a Board of Governors meeting.

The work of the Executive Department is carried out by various committees. The committee chairmen are nominated by the Executive Vice President and approved by the Board. The committee chairmen report to the Executive Vice President.

Operations Vice-President The term of the Operations Vice-President also runs from one organization meeting to the next and he may succeed himself. He may appoint a proxy to represent himself if he is unable to be present at a Board of Governors meeting.

The work of the Operations Department is carried out by various committees. The committee chairmen are nominated by the Operations Vice President and approved by the Board. The committee chairmen report to the Operations Vice President.

Secretary-Treasurer The Secretary-Treasurer is elected to office at the fall Board of Governors meeting preceding the end of the Society's fiscal year. His term of office corresponds with the fiscal year (May 1 - April 30). The Secretary-Treasurer elect is not an officer of the Society, and has no formal authority by virtue of holding that position. He shall receive a copy of all current Society fiscal records and regular updates. He may be reelected as often as the Directorate desires. He has the responsibility of managing the finances of the Society, helping to keep it solvent, and in particular maintaining our high credit rating. He may appoint a proxy to represent himself if he is unable to be present at a Board of Governors meeting.

The work of the Secretary-Treasurer Department is carried out by various committees. The committee chairmen are nominated by the Secretary-Treasurer and approved by the Board. The committee chairmen report to the Secretary-Treasurer. The Secretary-Treasurer may appoint Agents of the Treasurer to oversee specific financial aspects of the Society. Agents of the Treasurer also report to the Secretary-Treasurer.

All of the Society Committees and their chairmen are listed in Table 4D under the officer to whom they report. Brief descriptions of each permanent committee are given in Table 4C.

Past Society Officers Table 4B lists all of the past officers of the Society.

Past Committee Chairmen Table 4E lists the known past chairmen of most of the permanent committees.

Executive Committee Meetings In addition to meetings with the directors at every Board Meeting, the Executive Committee usually holds a meeting about four or five weeks prior to each Board meeting and may hold more meetings or telephone conferences if circumstances require them.

Directorate (Directors)

General The Directorate is made up of twelve directors elected by the members of the Society. To be eligible, the person must be a regular or higher member of the Society. Each director serves a three year term and the terms are staggered so that four directors are elected each year. Directors are expected to attend each meeting of the Board of Governors or the Directorate. However, if they cannot attend, they may appoint another member of the Society as their proxy.

Annually, the directors elect one of their number to serve as Chairman of the Directorate. This chairman presides when the Directorate meets alone. They also elect a chairman of the Executive Search Committee. It is the responsibility of the Executive Search Committee to maintain a list of people qualified and willing to become officers of the Society.

The prime responsibility of the directors is the election of the officers of the Society and, with the officers as a Board of Governors, set policies for conducting the official business of the Society. They also serve on committees and review the activities of all the committees. All Society policies are established by the Board of Governors.

Permanent Committees There are over sixty permanent committees in the Society, each administered by one of the officers of the Society through a chairman appointed by the president and confirmed by the Board of Governors. A brief description of the responsibility of each, and the officer designated responsible, is presented in Table 4C.

Temporary *(Ad Hoc)* **Committees** Many times problems come up that the Board of Governors feels need more study than that they can give during a meeting. In this case the President, either on his own initiative or by direction of the Board, appoints a special, or *ad hoc*, committee to study the problem. Often only the chairman of a special committee is appointed by the president. The chairman is then asked to form his own committee. Special committees can be directed to report at the next meeting of the Board of Governors or to continue until they have a solution. Members and chairman of special committees can be any member of the Society.

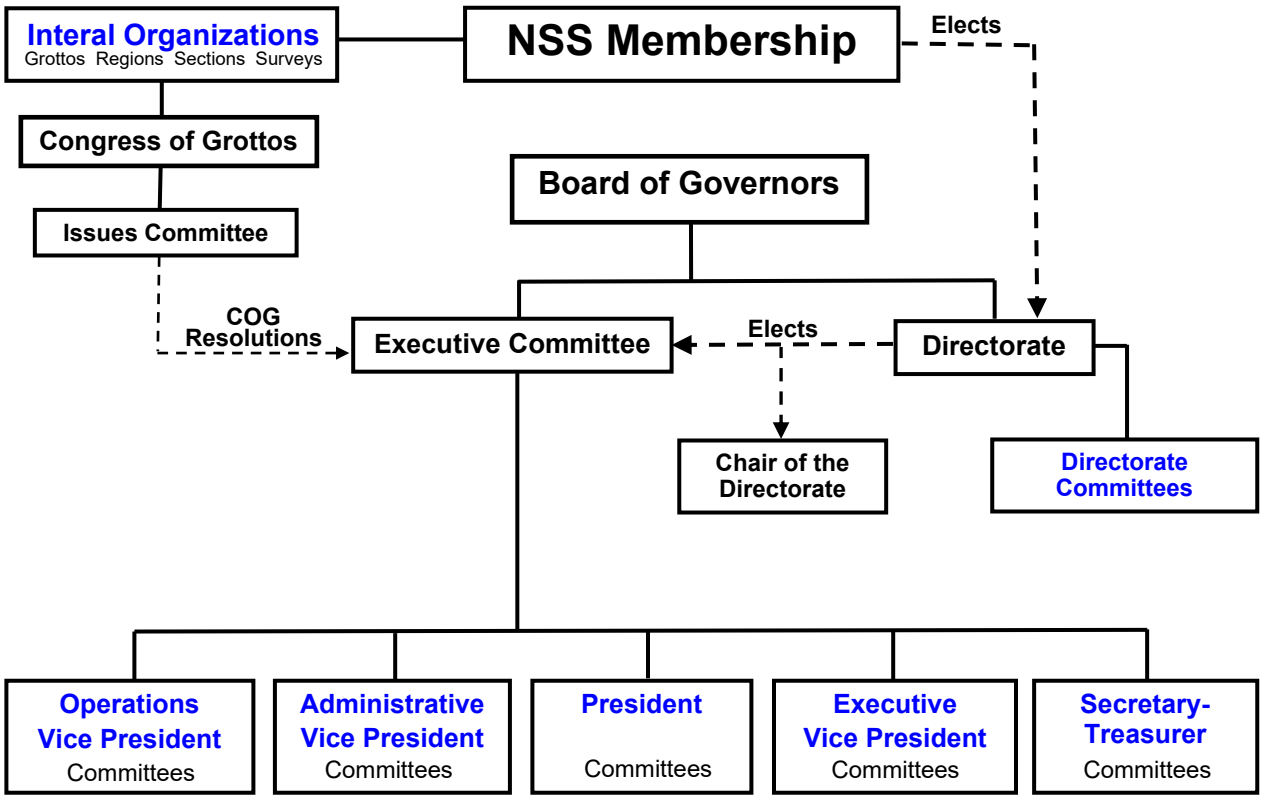
Special committees in the past have been appointed to study many problems including the following: long range goals of the Society, cave owner relations (later became a permanent committee), cooperation between the Society and the Boy Scouts of America (also became a permanent committee), a policy for internal organizations, affiliation with other societies, and many more. Most are in existence for a brief period of time. Current *ad hoc* committees are listed in Table 4D under the President.

Current Personnel All current personnel are listed in Table 4D, including officers, directors, and committee chairmen, along with their addresses and telephone numbers.

Organization Structure

General

Top



Top

TABLE 4A --- BOARD OF GOVERNORS MEETINGS

Additional Board of Governors meetings were held in 1941 and 1942; however, this list only includes those for which we have minutes in our files. Several others were referenced in printed material, but no minutes exist.

1.	10-18-41	Brookside, WV	45.	1-24-53	Trenton, NJ
2.	1-13-42	Washington, DC	46.	4-10/11-53	Louisville, KY
3.	1-27-42	Washington, DC	47.	9-26-53	Philadelphia, PA
4.	12-18-42	College Park, MD	48.	1-19-54	Washington, DC
5.	2-7-43	Washington, DC	49.	4-2-54	Pittsburgh, PA
6.	4-16-43	Washington, DC	50.	5-15-54	Harrisburg, PA
7.	6-19-43	Bethesda, MD	51.	10-16-54	Washington, DC
8.	10-9-43	Silver Springs, MD	52.	1-29-55	New York City, NY
9.	12-4-43	College Park, MD	53.	4-15/16-55	Natural Bridge, VA
10.	1-29-44	Arlington, VA	54.	10-8-55	Pittsburgh, PA
11.	4-15-44	Bethesda, MD	55.	2-4-56	Washington, DC
12.	8-5-44	Chevy Chase, MD	56.	4-6/7-56	Nashville, TN
13.	10-21-44	Berwyn, MD	57.	9-29-56	Harrisburg, PA
14.	1-28-45	Washington, DC	58.	2-2-57	Philadelphia, PA
15.	4-7/8-45	Riverdale MD & DC	59.	4-12-57	Natural Bridge, VA
16.	8-4-45	Washington, DC	60.	11-23-57	Washington, DC
17.	11-17-45	Chevy Chase, MD	61.	4-11-58	Gatlinburg, TN
18.	2-23-46	Washington, DC	62.	11-22-58	Arlington, VA
19.	5-4-46	Arlington, VA	63.	4-3-59	Springfield, MO
20.	7-27-46	Silver Spring, MD	64.	10-24-59	Arlington, VA
21.	10-5-46	Hyattsville, MD	65.	6-9/10-60	Carlsbad, NM
22.	2-21-47	Washington, DC	66.	9-24-60	Pittsburgh, PA
23.	5-3-47	Washington, DC	67.	12-28-60	Closter, NJ
24.	9-20-47	Washington, DC	68.	6-15/16-61	Chattanooga, TN
25.	1-17-48	Washington, DC	69.	10-28-61	Columbus, OH
26.	4-2/3-48	Washington, DC	70.	2-10-62	Philadelphia, PA
27.	5-22-48	Harrisburg, PA	71.	6-13/15-62	Custer, SD
28.	10-9-48	Philadelphia, PA	72.	10-20-62	Arlington, VA
29.	1-22-49	Bethesda, Md	73.	2-23-63	Indianapolis, IN
30.	4-2-49	Washington, DC	74.	6-12/14-63	Mountain Lake, VA
31.	6-18-49	Harrisburg, Pa	75.	12-28-63	Cleveland, OH
32.	10-1-49	New York City, NY	76.	6-17/19-64	New Braunfels, TX
33.	1-14-50	Philadelphia, PA	77.	11-14-64	Washington, DC
34.	4-1-50	Washington, DC	78.	4-10-65	Cincinnati, OH
35.	7-8-50	Philadelphia, PA	79.	6-16/18/19-65	Bloomington, IN
36.	10-7-50	Philadelphia, PA	80.	10-23-65	Washington, DC
37.	1-27-51	Washington, DC	81.	3-26-66	St. Louis, MO
38.	4-27/28-51	Charleston, WV	82.	6-15-66	Sequoia Park, CA
39.	6-9-51	Philadelphia, PA	83.	10-29-66	Mammoth Cave, KY
40.	9-15-51	Washington, DC	84.	3-18-67	Pittsburgh, PA
41.	1-26-52	Washington, DC	85.	6-17/19-67	Birmingham, AL
42.	4-8-52	Hagerstown, MD	86.	10-21-67	Chicago, IL
43.	6-21-52	New York City, NY	87.	4-20-68	Blacksburg, VA
44.	9-13-52	Baltimore, MD	88.	8-21/24-68	Springfield, MO

89.	11-16-68	Cincinnati, OH
90.	3-1-69	Austin, TX
91.	6-17/19-69	Lovell, WY
92.	9-6-69	Washington, DC
93.	11-1-69	Huntsville, AL
94.	5-2-70	Washington, DC
95.	8-19/22-70	State College, PA
96.	11-7-70	Tuscon, AZ
97.	3-6-71	Huntsville, AL
98.	6-15/19-71	Blacksburg, VA
99.	12-4-71	Berkley, CA
100.	3-25-72	Madison, WI
101.	8-15/18-72	White Salmon, WA
102.	11-18-72	Pittsburgh, PA
103.	3-24-73	Albuquerque, NM
104.	6-19/23-73	Bloomington, IN
105.	11-3-73	Los Angeles, CA
106.	3-23-74	Huntsville, AL
107.	8-12/16-74	Decora, IA
108.	11-16-74	Golden, CO
109.	3-15-75	Cincinnati, OH
110.	6-23/27-75	Angels Camp, CA
111.	10-11-75	Albuquerque, NM
112.	2-28-76	Dearborn, MI
113.	6-28/7-2-76	Morgantown, WV
114.	10-23-76	Austin, TX
115.	3-26-77	Washington, DC
116.	8-1/5-77	Alpena, MI
117.	11-5-77	Saratoga Springs, NY
118.	3-18-78	Vancouver, WA
119.	6-19/23-78	New Braunfels, TX
120.	10-21-78	St. Louis, MO
121.	3-24-79	Huntsville, AL
122.	6-6/10-79	Pittsfield, MA
123.	11-17-79	Pittsburgh, PA
124.	3-15-80	Los Angeles, CA
125.	7-28/8-1-80	White Bear Lake, MN
126.	11-22-80	Grand Rapids, MI
127.	3-21-81	Atlanta, GA
128.	7-25/26-81	Bowling Green, KY
129.	11-21-81	Baltimore, MD
130.	3-20-82	Indianapolis, IN
131.	6-28/7-2-82	Bend, OR
132.	10-30-82	Morgantown, WV
133.	3-12-83	Denver, CO
134.	6-27/7-1-83	Elkins, WV
135.	10-29-83	Sacramento, CA
136.	2-25-84	Tucson, AZ
137.	6-25/29-84	Sheridan, WY
138.	10-20-85	Troy, NY
139.	3-23-85	Huntsville, AL
140.	6-24/28-85	Frankfort, KY
141.	10-26-85	Minneapolis, MN
142.	3-15-86	St. Louis, MO
143.	6-23/27-86	Tularosa, NM
144.	11-8-86	Oregon City, OR
145.	4-4-87	Parkersburg, WV
146.	8-3/7-87	Sault Ste. Marie, MI
147.	11-21-87	Houston, TX
148.	2-20-88	Springfield, OH
149.	6-27/7-1-88	Hot Springs, SD
150.	10-29-88	New Brunswick, NJ
151.	4-1-89	Salt Lake City, UT
152.	7-31/8-4-89	Sewanee, TN
153.	11-11-89	Las Cruces, NM
154.	3-10-90	Brooksville, FL
155.	7-9/13-90	Yreka, CA
156.	11-10-90	Indianapolis, IN
157.	3-9-91	Huntsville, AL
158	7-1/5-91	Cobleskill, NY
159	11-9-91	Denver, CO
160	4-4-92	Richmond, VA
161	8-3/7-92	Salem, IN
162	11-7-92	Nashville, TN
163	4-17-93	Chicago, IL
164	8-2/6-93	Pendleton, OR
165	11-6-93	W. Bloomfield, MI
166	3-5-94	San Diego, CA
167	06-20/24-94	Ft. Clark Springs, TX
168	10-15-94	Las Vegas, NV
169	03-18-95	Cincinnati, OH
170	07-17/21-95	Blacksburg, VA
171	10-16-95	Richmond, VA
172	03-16-96	Seattle, WA
173	08-05/09-96	Salida, CO
174	11-02-96	Phoenix, AZ
175	03-22-97	Pittsburgh, PA
176	06-23/27-97	Sullivan, MO
177	11-8-97	Albany, NY
178	03-21-98	Huntsville, AL
179	08-03/07-98	Sewanee, TN
180	11-07-98	Pasadena, CA
181	03-27-99	Greenwood, IN
182	07-12/16-99	Filer, ID
183	10-23-99	Chattanooga, TN
184	03-18-00	Lakewood, CO
185	06-26/30-00	Elkins, WV
186	11-04-00	Bee Branch, AR
187	04-07-01	Albuquerque, NM
188	07-23/27-01	Mt Vernon, KY
189	10-20-01	Phoenix, AZ
190	04-23-02	Dayton, OH
191	06-24/28-02	Camden, ME
192	10-05-02	Detroit, MI
193	03-15-03	Park City, UT
194	08-04/08-03	Porterville, CA
195	10-18-03	Gainesville, FL
196	03-20-04	Las Vegas, NV

197	07-12/16-04	Marquette, MI
198	11-06-04	Birmingham, AL
199	03-05-05	San Antonio, TX
200	07-04/08-05	Huntsville, AL
201	11-05-05	Albany, NY
202	03-25-06	Dallas, TX
203	08-7/11-06	Bellingham, WA
204	11-04-06	Dumfries, VA
205	03-17-07	Tucson, AZ
206	07-23/27-07	Marengo, IN
207	10-13-07	Waterloo, IL
208	03-15-08	Oak Ridge, TN
209	08-11/15-08	Lake City, FL
210	11-08-08	Richmond, VA
211	04-04-09	Manitou Springs, CO
212	07-20/24-09	Kerrville, TX
213	11-07-09	Birmingham, AL
214	04-17-10	Cincinnati, OH
215	08-02/06-10	Essex Junction, VT
216	11-06-10	Grand Rapids, MI
217	04-02-11	Albuquerque, NM
218	07-18/22-11	Glenwood Springs, CO
219	10-22-11	Houston, TX
220	03-31-12	Atlanta, GA
221	06-25/29-12	Fairlea, WV
222	10-27-12	St. Augustine, FL
223	03-23-13	San Jose, CA
224	08-05/09-13	Shippensburg, PA
225	11-09-13	Carlsbad, NM
226	03-15-14	Richmond, VA
227	07-14/18-14	Huntsville, AL
228	10-24-14	Indianapolis, IN
229	03-7-15	San Antonio, TX
230	07-13/17-15	Waynesville, MO
231	10-24-15	Cleveland, OH
232	03-19-16	Bend, OR
233	07-18/22-16	Ely, NV
234	10-29-16	Sewanee, TN
235	03-25-17	Park City, KY
236	06-19/23-17	Rio Rancho, NM
237	10-21-17	Denver, CO
238	03-17-18	Blacksburg, VA
239	07-30/08-18	Helena, MT
240	11-10-18	Huntsville, AL
241	03-23-18	State College, PA
242	06-17/22-19	Cookeville, TN
243	11-09-19	Huntsville, Al
Special	01-09-20	Virtual
244	03-07-20	Hot Springs, SD
245	07-25/26-20	Virtual Meeting
Special	09-30-20	Virtual
246	11-07-20	Virtual
247	03-13-21	Virtual
Special	04-19-21	Virtual
248	07-24/25-21	Virtual

Top

TABLE 4B --- OFFICERS OF THE NATIONAL SPELEOLOGICAL SOCIETY

1939	President	William Stephenson
	Vice President	Daniel Tyrell
	Secretary	Elmer Harmon
	Treasurer	James Levelle
1940	President	William Stephenson
	Recording Secretary	John Wilson
	Corresponding Secretary	Albert Lewis
	Treasurer	Alden Sneil
1941	President	William Stephenson
	Recording Secretary	John Wilson
	Corresponding Secretary	Albert Lewis
	Treasurer	Daniel Tyrell
1942	President	William Stephenson
	Secretary	John Wilson
	Corresponding Secretary	Albert Lewis
	Financial Secretary	Frank Durr
	Treasurer	Daniel Tyrell
1943	President	William Stephenson
	Vice President	John Petrie
	Corresponding Secretary	John Petrie
	Recording Secretary	Katherine Muma
	Treasurer	Leroy Foote
1944	President	William Stephenson
	Vice President	Martin Muma
	Corresponding Secretary	John Petrie
	Recording Secretary	Katherine Muma
	Treasurer	Leroy Foote
1945	President	William Stephenson
	Vice President	Martin Muma
	Corresponding Secretary	John Petrie
	Recording Secretary	Chrissy Mansfield
	Treasurer	Leroy Foote
1946	President	William Stephenson
	Vice President	Charles Mohr
	Secretary	John Petrie
	Treasurer	Leroy Foote
1947	President	William Stephenson
	Vice President	Charles Mohr
	Secretary	John Petrie
	Treasurer	Leroy Foote
1948	President	Ralph Stone
	Vice President	Charles Mohr
	Executive Vice President	William Stephenson
	Secretary	John Petrie
	Treasurer	Leroy Foote
1949	President	Ralph Stone
	Vice President	Charles Mohr
	Executive Vice President	William Stephenson
	Membership Vice President	John Petrie
	Secretary	Ellen Moffett
	Treasurer	Leroy Foote

1950	President	Charles Mohr
	Membership Vice President	John Petrie
	Executive Vice President	Burton Faust
	Secretary	Ellen Moffett
	Treasurer	Lewis Kibbee
1951	President	Charles Mohr
	Administrative Vice President	Burton Faust
	Publications Vice President	Jerome Ludlow
	Science Vice President	William Davies
	Public Relations Vice President	Ivan Sanderson
	Secretary	Ellen Moffett
	Treasurer	Lewis Kibbee
1952	President	Charles Mohr
	Administrative Vice President	Burton Faust
	Publications Vice President	Jerome Ludlow
	Science Vice President	William Davies
	Public Relations Vice President	Ivan Sanderson
	Treasurer	Lewis Kibbee
1953	President	Charles Mohr
	Administrative Vice President	Burton Faust
	Publications Vice President	Jerome Ludlow
	Science Vice President	William Davies
	Public Relations Vice President	Ivan Sanderson
	Organization Vice President	Joseph Lawrence
	Treasurer	Lewis Kibbee
1954	President	William Davies
	Administrative Vice President	Burton Faust
	Publications Vice President	Jerome Ludlow
	Science Vice President	Bro. G. Nicholas
	Public Relations Vice President	Albert Meuller
	Organization Vice President	Joseph Lawrence
	Treasurer	Howard Sloane
1955	President	William Davies
	Administrative Vice President	Burton Faust
	Publications Vice President	Jerome Ludlow
	Science Vice President	Bro. G. Nicholas
	Public Relations Vice President	Albert Meuller
	Organization Vice President	James McClung
	Treasurer	Howard Sloane
1956	President	William Davies
	Administrative Vice President	John Parker
	Publications Vice President	George Jackson
	Science Vice President	Bro. G. Nicholas
	Public Relations Vice President	Albert Meuller
	Organization Vice President	James McClung
	Treasurer	Burton Faust
1957	President	Bro. G. Nicholas
	Administrative Vice President	George Moore
	Publications Vice President	George Jackson
	Science Vice President	Thomas Barr
	Public Relations Vice President	Dorothy Reville
	Organization Vice President	Oscar Hawksley
	Treasurer	Burton Faust

1958	President	Bro. G. Nicholas
	Administrative Vice President	George Moore
	Publications Vice President	George Jackson
	Science Vice President	Thomas Barr
	Organization Vice President	Oscar Hawksley
	Treasurer	Barbara Munson
1959	President	Bro. G. Nicholas
	Administrative Vice President	Donald Cournoyer
	Publications Vice President	Thomas Barr
	Science Vice President	George Moore
	Organization Vice President	Donald Black
	Treasurer	Barbara Munson

In 1960 the Society reorganized to a structure of four officers elected by twelve directors who, in turn, are elected by the members of the Society.

YEAR	PRESIDENT	ADMINISTRATIVE VICE PRESIDENT	EXECUTIVE VICE PRESIDENT	SECRETARY-TREASURER
1960-61	Bro. G. Nicholas	Donald Cournoyer	Russell Gurnee	Barbara Munson
1961-62	Russell Gurnee	Eugene Vehslage	J. Robert Dunn	Donald Cournoyer
1962-63	Russell Gurnee	Eugene Vehslage	Fred Bennington	Donald Cournoyer
1963-64	George Moore	Herbert Black	Thomas Barr	Donald Cournoyer
1964-65	George Moore	Herbert Black	Thomas Barr	Donald Cournoyer
1965-66	Thomas Barr	Robert Willis	William White	Donald Cournoyer
1966-67	Thomas Barr	David McClurg	William White	Donald Cournoyer
1967-68	John Stellmack	David McClurg	Allan Haarr	Donald Cournoyer
1968-69	John Stellmack	David McClurg	Allan Haarr	Donald Cournoyer
1969-70	John Stellmack	David McClurg	Allan Haarr	Donald Cournoyer
1970-71	Rane Curl	Wayne Foote	John Cooper	Donald Cournoyer
1971-72	Rane Curl	Wayne Foote	John Cooper	Donald Cournoyer
1972-73	Rane Curl	Wayne Foote	Dwight Hoxie	Louis Klein
1973-74	Rane Curl	William Mixon	Dwight Hoxie	Louis Klein
1974-75	Eugene Vehslage	William Mixon	Dwight Hoxie & James Dawson	Louis Klein
1975-76	Eugene Vehslage	G. Thomas Rea	James Dawson	Louis Klein
1976-77	Charles Larson	G. Thomas Rea	James Dawson	Donald Shofstall
1977-78	Charles Larson	G. Thomas Rea	Robert R. Stitt	Donald Shofstall
1978-79	G. Thomas Rea	Donald Shofstall	Robert R. Stitt	Gerald Forney
1979-80	G. Thomas Rea	Janet McCormick	Paul J. Stevens	Gerald Forney
1980-81	G. Thomas Rea	Janet McCormick	Paul J. Stevens	Gerald Forney
1981-82	Robert R. Stitt	Janet McCormick	Paul J. Stevens	David Irving
1982-83	Robert R. Stitt	Joe Domnanovich	Paul J. Stevens	David Irving
1983-84	Paul J. Stevens	Joe Domnanovich	Ernst Kastning	G. Thomas Rea
1984-85	Paul J. Stevens	Joe Domnanovich	John P. Scheltens	G. Thomas Rea

YEAR	PRESIDENT	ADMINISTRATIVE VICE PRESIDENT	EXECUTIVE VICE PRESIDENT	SECRETARY-TREASURER
1985-86	Paul J. Stevens	Joe Domnanovich	John P. Scheltens	G. Thomas Rea
1986-87	Paul J. Stevens	Joe Domnanovich	John P. Scheltens	Tina Shirk
1987-88	Paul J. Stevens	Joe Domnanovich	John P. Scheltens	Tina Shirk
1988-89	John P. Scheltens	Kathy Welling	G. Thomas Rea	Tina Shirk
1989-90	John P. Scheltens	Kathy Welling	G. Thomas Rea	Tina Shirk
1990-91	John P. Scheltens	KathyWelling	G. Thomas Rea	Bill Stringfellow
1991-92	John P. Scheltens	Wayne Marshall	G. Thomas Rea	Bill Stringfellow
1992-93	Jeanne Gurnee	Wayne Marshall	G. Thomas Rea	Bill Stringfellow

In 1993, the S-T appointment was moved to the fall meeting to take office at the following spring meeting.

1993-94	Jeanne Gurnee	Wayne Marshall	Dave Luckins	Bill Stringfellow
1994-95	Dave Luckins	John M. Wilson	Fred L. Wefer	J. Kevin Smith
1995-96	Dave Luckins	John M. Wilson	Fred L. Wefer	Paul J. Stevens

Officers are appointed annually at the convention (except for the S-T) and the chart below lists the officers appointed at a convention to lead the Society for one year. In 1996 the OVP position was added. The YEAR column is that year's convention.

YEAR	PRESIDENT	ADMINISTRATIVE VICE PRES.	EXECUTIVE VICE PRES.	OPERATIONS VICE PRES.	SECRETARY-TREASURER
1996	Dave Luckins	John M. Wilson	Fred L. Wefer	G. Thomas Rea	Paul J. Stevens
1997	Dave Luckins	Doug Medville	Fred L. Wefer	G. Thomas Rea	Paul J. Stevens
1998	Fred L. Wefer	Doug Medville	Ray Keeler	Mike Hood	Paul J. Stevens
1999	Fred L. Wefer	Doug Medville	Ray Keeler	Mike Hood	Paul J. Stevens
1999	Hazel Medville (President Pro Tem)				
2000	Mike Hood	Cheryl Jones	Ray Keeler	Scott Fee	Paul J. Stevens
2001	Mike Hood	Thom Engel	Don Paquette	Scott Fee	Paul J. Stevens
2002	Scott Fee	Tom Lera	Don Paquettes	Colin Gatland	Paul J. Stevens
2003	Scott Fee	Tom Lera	Don Paquette	Colin Gatland	Paul J. Stevens
2004	Scott Fee	Steve Ormeroid	Gordon Birkhimer	G. Thomas Rea	Paul J. Stevens
2005	Bill Tozer	Steve Ormeriod	Gordon Birkhimer	G. Thomas Rea	Ted Kayes
2006	Bill Tozer	Steve Ormeriod	Gordon Birkhimer	Cheryl Jones	Peri Frantz
2007	Bill Tozer	Ray Keeler	Gordon Birkhimer	Cheryl Jones	Peri Frantz
2008	Gordon Birkhimer	Ray Keeler	Tom Rea	Wm Shrewsbury	Peri Frantz
2009	Gordon Birkhimer	Ray Keeler	Lee Florea	Wm Shrewsbury	Peri Frantz
2010	Gordon Birkhimer	Geary Schindel	John LaMar Cole	Wm Shrewsbury	Peri Frantz
2011	Wm Shrewsbury	Geary Schindel	John LaMar Cole	Dave Luckins	Debra Young
2012	Wm Shrewsbury	Geary Schindel	Bob Vandeventer	Dave Luckins	Debra Young
2013	Wm Shrewsbury	Geary Schindel	Curt Harler	Dave Luckins	Debra Young
2014	Wm Shrewsbury	Geary Schindel	Curt Harler	Dave Luckins	Gary Barnes
2015	Wm Shrewsbury	Geary Schindel	Curt Harler	Dave Haun	Gary Barnes
2016	Wm Shrewsbury	Katherine Crispin	Curt Harler	Dave Haun	Gary Barnes
2017	Geary Schindel	Katherine Crispin	Curt Harler	Dave Haun	Gaylene Speaect
2018	Geary Schindel	Katherine Crispin	Scott Engel	Mark Skove	Gaylene Speaect
2019	GearySchindel	Katherine Crispin	Scott Engel	Maureen Handler	Gaylene Speaect
2020	Geary Schindel	Adam Weaver	Scott Engel	Maureen Handler	Kristine Ebrey
2021	Geary Schindel	Adam Weaver	Scott Engel	Maureen Handler	Kristine Ebrey
2022	Kristine Ebrey	Adam Weaver	Scott Engel	Maureen Handler	John Stembel

Top

TABLE 4C -- DIRECTORS OF THE NATIONAL SPELEOLOGICAL SOCIETY

Alphabetical list of all Directors of the Society.

A
Ernest Ackerly (1946-1951)
Bob Addis (1977-1979)(1979-1982)(1982-1985)(1985-1988)(1988-1991)(1992-1995)(1995-1998)
Samuel H Allen (1944-1948)
Nick Anderson (2020-2021)(2021-2024)
Richard R Anderson (1960-1961)(1962-1965)
Nancy Holler Aulenbach (1997-2000)
Aaron Atz (2014-2017)

B
Floyd L Barloga (1944)
Bob Barns (2016-2017)
Gary Barnes (2017-2020)
Dr Thomas C Barr, Jr. (1953-1956)(1960-1962)
Hazel Barton (2000-2003)(2003-2006)
Dr Ray S Bassler (1940-1941)
Gale L Beach (1976-1978)
James N Beard (1945)
Dr Barry F Beck (1981-1984)
Dave Belski (1989-1992)(1993-1996)(1996-1999)
James H Benn (1948)
Erwin W Bischoff (1943)
Donald F Black (1956-1957)(1960-1963)
Herbert L Black (1967-1969)
William G Blaha (1946-1947)
Don Bloch (1939-1940)(1946)
Evelyn Bradshaw (1978-1981)(1981-1984)
Robert S Bray (1943)
Ronal Bridgemon (1972-1975)
Langford G Brod, Jr. (1964-1967)
Robert F Brown (1959-1961)
Julie Schenck Brown (2016-2019)(2019-2022)
Roger W Brucker (1954-1956)(1958)
David Brumbaugh (2022-2025)
Martha Bryant (2003-2006)
Wm Gary Bush (2007-2010)(2010-2013)
Bill Bussey (1989-1992)(1992-1995)(1997-2000)(2000-2003)

C
Travis J. Camp (2022-2025)
Robert P Carroll (1949-1951)
John W (Jay) Clark, Jr. (2006-2009)(2010-2013)
John LaMar Cole (2006-2007)(2007-2010)
James E Comer, Jr. (1951)
Charles Cooke (1939-1940)
John E Cooper (1967-1970)

Donald N Cournoyer (1955-1958)
George Crabbe (1944)
Tom Cravens (1977-1980)
Mike Crockett (2012-2015)
Dr Rane L Curl (1959-1962)(1967-1970)(1974-1977)(1977-1980)(1980-1983)(1983-1986)(1986-1989)

D
George C Dare (1943)(1945)
Dr Robert E Davies (1957-1958)
William E Davies (1948-1950)
Roy A Davis (1958)(1959-1962)
James W Dawson (1973-1976)(1977-1980)
Kenrick L Day (1983-1984)(1984-1987)(1987-1990)
Dwight E Deal (1967-1968)(1971-1974)(1974-1977)
Dave Decker (2015-2018)
George H Deike III (1957)(1959)
Ruth G Deike (1960-1962)
Linda Baker Devine (1985-1988)(1988-1991)(1992-1995)(1995-1998)(1999-2002)(2002-2005)
(2006-2009)(2009-2012)
Jean DeVries (2016-2019)
Joe Domnanovich (1991-1994)
Henry H Douglas (1957)
Riley Drake (2020-2023)
J Robert Dunn (1949)
Michael D Dyas (1979-1980)(1980-1983)(1983-1986)(1986-1989)(1990-1993)
James W Dyer (1951-1952)

E
Kristine Ebrey (2017-2020)
B Gillum Ediger (1973-1976)
Burnell F Ehman (1957-1958)
Bob Ehr (1983-1984)(1984-1987)
Thom Engel (1999-2001)
Dr Thomas A Engle (1959)

F
Nathan Farrar (2013-2014)(2018-2021)
Burton S Faust (1959)
J Duane Featherstonhaugh (1949-1951)
B Scott Fee (1988-1989)(1989-1992)
Ronald G Fieseler (1976-1977)
Robert H Flack (1952-1954)
Kim Fleischmann (2016-2018)
Stephen Fleming (1998-2001)
Lee Florea (2006-2009)
Jennifer Foote (2008-2011)
LeRoy W Foote (1943)
William J Foster (1952-1954)
James A Fowler (1945-1953)
Peri Frantz (2012-2014)(2014-2017)(2017-2020)

Bill Fritz (1990-1993)
Ethelyn Fusselle (1947)(1949)

G
Margot Geisler (2012-2015)(2015-2018)
Stephen Gladieux (2019-2022)(2022-2025)
Jim Goodbar (1987-1990)
Standiford R Gorin (1955)
Oscar J Gossett (1956-1958)
Emmons Graham (1949-1951)
Dale J Green (1958)
Russell H Gurnee (1955-1959)(1963-1966)(1966-1969)(1969-1972)

H
George J Hall (1940-1941)
Dr William R Halliday (1950)(1952-1955)(1960-1963)(1969-1972)(1988-1991)(1991-1994)(1999-2002)
Maureen Handler (1994-1997)
Elmer W Harmon (1939-1940)
Dave Haun (2013-2014)(2014-2017)
Dr Oscar Hawksley (1956)(1959)
John C Hempel (1979-1982)(1982-1985)(1987-1990)
Alan Hill (1969-1970)(1970-1973)
William S Hill (1946-1948)(1952-1953)(1957)
GP Jim Hixson (1969-1972)(1972-1975)
Horton Hobbs III (1985-1988)
Dr Ralph J Holden (1943-1945)
John R Holsinger (1962-1965)(1965-1968)(1968-1971)
Mike Hood (2013-2015)
Louise Hose (1993-1996)(1996-1999)

I
David Irving (1970-1973)

J
Bill Jackson (2012-2013)(2013-2016)(2016-2019)
George F Jackson (1949-1951)(1954-1955)
Dr Herbert W Jackson (1945-1947)
David Jagnow (2000-2001)(2001-2004)
Pete Johnson (2020-2023)
Jim Johnston (1969-1970)
Cheryl Jones (2002-2005)(2005-2006)
David B Jones (1956-1957)
Dr Walter B Jones (1946)
Mark W Joop (2008-2011)(2011-2011)

K
Theodore O Kayes (2006-2009)(2009-2012)
Ray Keeler (1995-1998)(1998-2001)
Ronal Kerbo (2011-2012)
Louis A Klewer (1943)

Bill Klimack (2001-2002)(2002-2005)
Jean Krejca (2021-2024)

L
Kenneth Laidlaw (1969-1972)
Charles Larson (1970-1973)(1978-1979)
James I Lavelle (1939-1940)
Joseph D Lawrence, Jr. (1952)(1956-1959)
Arthur C Lembeck (1940-1941)
Dave Lester (1998-1999)(2000-2001)(2001-2002)
Joe E Levinson (2004-2007)
Albert C Lewis (1939-1942)
James Lewis (2005-2008)
Bill Liebman (2002-2004)(2004-2007)(2007-2010)(2011-2013)
Bob Liebman (1976-1988)(1993-1996)(1996-1999)
Cord H Link, Jr. (1958-1959)
Richard F Logan (1947)(1951-1953)
Samuel Aston Loyd, Jr. (1953-1954)
Jerome M Ludlow (1949-1950)

M
Allen Maddox (2015-2016)
Ida V (Sawtelle) Mallory (1954-1956)
Dr Clyde A Malott (1944)
Miki Manning (2022-2025
Neil Marchington (2016-2016)
Don R Martin (1977-1978)
Larry D Matthews (1968-1971)
James D McClung (1955)
Dave McClurg (1970-1973)
Allen D McCrady (1959)
Haskell H McGriff (1952)
Doug Medville (1972-1981)(1982-1985)(2000-2003)(2003-2006)
Hazel Medville (1980-1983)
John F Meenahan (1942)
Sonia Meyer (2020-2023)
Amos Mincin (2015-2016)
Dick Mitchell (2012-2015)
William Mixon (1971-1973)(1975-1990)(1991-1994)(1994-1997)
Emily Davis Mobley (1980-1983)
George W Moore (1956)(1960-1961)(1961-1964)
Dr Joseph PE Morrison (1940-1942)(1944-1946)
Gary Moss (1997-2000)(2001-2002)(2002-2005)(2005-2008)
Philip L Moss (1997-1999)(1999-2002)(2003-2006)
Donna Mrockzowski (1971-1974)(1974-1977)
Dr Martin H Muma (1943-1945)

N
Dr M Graham Netting (1947)
Lydia Neubeck (1948)

Brother G Nicholas FSC (1953)(1961-1964)(1964-1967)
Cynthia Norris (2015-2016)

O
Jim Olsen (2001-2003)
A Y Owen (1950)

P
Scott A Parvin (2008-2011)
Randall L Paylor (2008-2011)(2011-2014)
Clay Perry (1943-1948)
Thornton T Perry (1940-1942)
John S Petrie (1942)(1951)(1965-1968)
Miles D Pillars (1954-1956)
William T Plummer (1966-1969)
Tom Pollack (1988-1989)
John W Preble (1942)
Dr Paul W Price (1942-1943)(1948)
Bill Putnam (2010-2013)(2013-2016)

R
G Thomas Rea (1963-1966)(1981-1984)(1986-1989)(1993-1996)
Richard J Reardon (1962-1965)
James R Reddell (1965-1968)
Ed Ricketts (1989-1992)
Richard Rigg (1972-1975)
Doug Robertson (2005-2008)
G Alexander Robertson (1947-1951)
Nancy G Rogers (1950-1952)
John M Rutherford, Jr. (1968-1971)

S
Savannah Sawyer (2018-2020)
William J Schlichtig (1940-1941)
Victor A Schmidt (1965-1968)(1968-1971)
Julie Schenck Brown (2016-2019)
Richard Schreiber (1976-1979)(1979-1982)
Patricia Seiser (2014-2017)
Don Shofstall (1973-1976)
Howard A Shugart (1954-1955)
Adrian (Ed) Sira (1994-1995)(1995-1997)(1997-2000)
Howard N Sloane (1951-1953)
J Kevin Smith (2004-2007)(2007-2008)
Philip M Smith (1954-1955)
Alden E Snell (1939-1941)
Rick Speaect (2015-2018)
C William Steele (1978-1980)
Jack Stellmack (1971-1974)
John A Stellmack (1957-1958)(1960-1963)(1963-1966)(1966-1967)
William J Stephenson (1939-1945) (1960-1961)(1961-1964)

Paul J Stevens (1989-1992)(1992-1995)
Robert Stitt (1973-1976)(1979-1982)(1983-1986)
Dr Ralph W Stone (1942-1947)
Bill Storage (1990-1993)
Thomas R Strong (1990-1993)(1992-1995)(1995-1998)
Bern Szukalski (2004-2007)

T
David S Taylor (1998-2001)(2001-2004)
Earl M Thierry (1953)
Janet (McCormick) Thorne (1983-1986)(1986-1989)
John V Thrailkill (1962-1965)(1966)
Carol Tiderman (2009-2012)(2012-2015)(2018-2021)(2021-2024)
Benjamin Tobin (2020-2023)
Bill Tozer (1998-2001)(2001-2004)
Daniel J Tyrrell (1939-1941)

U
Will Urbanski (2017-2020)(2020-2021)

V
William W Varnedoe, Jr. (1965-1966)
Eugene P Vehslage (1963-1964)(1964-1967)(1967-1969)(1970-1971)(1971-1974)(1976-1979)
Jerry D Vineyard (1961-1964)(1964-1967)(1967-1970)

W
Dr Halvard Wanger (1954-1955)
Doug Warner (2021-2022)
R Thomas Watts (1948)
Adam Weaver (2019-2022)
Sharon Weaver (2021-2024)
Meredith Hall Weberg (2019-2022)
Patrick H Wells (1958)
Dr William W Welsh (1939-1942)
Keith D Wheeland (2009-2012)
William B White (1959-1962)(1962-1963)(1963-1965)
Florence I Whitley (1942-1946)
Robert H Willis (1965)
John J Wilson (1940-1942)
John M Wilson (1991-1994)
L E Wilson (1944)
Phil Winkler (1984-1987)
Dean Wiseman (2010-2013)(2013-2016)
Cindy Wu (2018-2021)

Y
Edward M Yarbrough (1976-1978)
Bill Yett (1994-1997)
Betty A Yoe (1948-1949)(1952-1953)
Debra S Young (2007-2010)

Peter Youngbaer (2016-2019)

Top

TABLE 4D -- CURRENT PERSONNEL

NSS OFFICERS

Executive Committee: ec@caves.org

President — **Kristine Ebrey**
885 Woodall Point Rd
S. Pittsburg, TN 37380
423-991-3034
president@caves.org

Administrative Vice-President — **Adam Weaver**
23679 Strato Rim Dr
Rapid City, SD 57701
605-545-5550
avp@caves.org

Executive Vice-President — **Scott Engel**
2556 Tall Pine Ln
Knoxville, TN 37920
225-281-3914
evp@caves.org

Operations Vice President — **Maureen Handler**
900 Old Sewanee Rd
Sewanee, TN 37375
423-605-5569
ovp@caves.org

NSS DIRECTORS

Directors: directors@caves.org

2020-2023 — **Riley Drake**
1 Fitchburg St
Somerville, MA 02143
rdrake.director@caves.org

2020-2023 — **Sonia Meyer**
131 Saratoga Ave,
Apt.3311
Santa Clara, CA 95051
smeyer.director@caves.org

2021-2024 — **Nick Anderson**
4028 Minnekahta Dr #3
Rapid City, SD 57702
507-640-0073
nanderson.director@caves.org

2021-2024 — **Carol Tiderman**
42901 Moreland Gap Rd.
New Market, VA 22844
507-640-0073
ctiderman.director@caves.org

Officers & Directors: bog@caves.org

2020-2023 — **Pete Johnson (COD)**
742 Corona St
Denver, CO 57702
507-640-0073
pjohnson.director@caves.org

2020-2023 — **Benjamin Tobin**
333 Bassett Ave
Lexington, KY 40502
860-716-8127
btobin.director@caves.org

2021-2024 — **Jean Krejca**
1707 W FM 1626
Manchaca, TX 78652
512-291-4555
jkrejca.director@caves.org

2021-2024 — **Sharon Weaver**
3679 Strato Rim Dr
Rapid City, SD 57701
605-545-5550
sweaver.director@caves.org

2022-2025 **David Brumbaugh**
2901 Moreland Ga Rd,
New Market, VA 22844
410-792-0742
dbrumbaugh.director@caves.org

2022-2025 **Travis Camp**
2901 Moreland Ga Rd,
New Market, VA 22844
410-792-0742
scamp.director@caves.org

2022-2025 **Stephen Gladieux**
2901 Moreland Ga Rd,
New Market, VA 22844
410-792-0742
sgladieux.director@caves.org

2022-2025 **Miki Manning**
3050 Briarcliff Rd NE, Apt 6
Atlanta, GA 30329
651-485-7231
mmanning.director@caves.org

DEPARTMENT OF THE PRESIDENT

Descriptions of these committees may be found at
caves.org/nss-business/bog/Table_4D_Pres_Div.pdf

Public Relations Division

Division Chief
Amanda Willis
pr@caves.org

Media Relations
Jay Jorden
214-202-6611
media@caves.org

Social Media
Tony Canike, Chair
215-362-8292
socialmedia@caves.org

Other Permanent Committees

AGI Liaison
Dave Decker
agi@caves.org

Annual Report
vacant
annualreport@caves.org

Awards
Mike Backe, Chair
208-336-6878
awards@caves.org

Board Arrangements
Mike Hood, Chair
937-252-2978
arrangements@caves.org

Business Development
vacant
businessdevelopment@caves.org

Bylaws
Mike Hood, Chair
937-252-2978
bylaws@caves.org

Congress of Grottos
Bill Stringfellow, Chair
678-576-0509
cog@caves.org

Fundraising
Miki Manning, Chair
863-602-0869
fundraising@caves.org

Government Liaison
Ray Keeler
623-523-1760
govtliaison@caves.org

International Secretary
John Moses
915-755-7716
intlsecretary@caves.org

Karst Info. Portal Liaison
Carol Ann Davis
kipliaison@caves.org

KWI Liaison
Dave Decker
360-929-2233
kwiliaison@caves.org

LTNA Liaison
Julie Schenck-Brown
ltnaliaison@caves.org

NCKRI Liaison
George Veni
575-887-5517
nckriliaison@caves.org

Secretary to the Board
Vince Kappler
973-579-2116
boardsec@caves.org

Legal
Jay Clark, Chair
205-397-2900
legal@caves.org

Nominating
vacant

nominating@caves.org

TNC Liaison
vacant
tncliaison@caves.org

Ad Hoc Diversity Comm.
diversity@caves.org

Membership
vacant

membership@caves.org

Recording Secretary
Rebecca McNabb
453-240-9622
recording@caves.org

Volunteer Coordinator
Chelsea Ballard
volunteer@caves.org

DEPARTMENT OF THE ADMINISTRATIVE VICE-PRESIDENT

Descriptions of these committees may be found at
caves.org/nss-business/bog/Table_4D_AVP_Div.pdf

Cave Management Division

Division Chief
Adam Weaver
cavemanagement@caves.org

Cave Conservancies Committee
Jeff Karr, Chair
863-712-0375
conservancies@caves.org

Cave Management Research
Ben Tobin

Geospatial Data
Adam Weaver, Chair
geospatialdata@caves.org

Landowner Relations Network
Julie Schenck-Brown, Chair.
256-599-2211
lrnc@caves.org

Show Caves Coordinator
Nicole Ridlen
424-255-0873
showcaves@caves.org

NSS Nature Preserves

NSS Nature Preserves
Julie Schenck-Brown, Chair.
preserves@caves.org

Albert & Ethel Ogden
Megan Atkinson, Chuck Sutherland
OgdenPreserve@caves.org

Dahm Springs
Adam Weaver, Rene Ohms
DahmSpringsPreserve@caves.org
BHCNC@caves.

Russell Preserve
Donald R. Russell
Clayton Russell
RussellPreserve@caves.org

Great Expectations
Bob Montgomery,
Savannah Sawyer
GreatXPreserve@caves.org

James Gage
Bob Simmons, Emily Davis,
Mike Warner
GagePreserve@caves.org

John Guilday
Earl & Cheryl Suitor
GuildayPreserve@caves.org

Haggard Cave
Brad Long, Lesley Colton
HaggardPreserve@caves.org

Kingston Saltpeter
Larry O. Blair, Kevin Glenn
KingstonPreserve@caves.org

Mammoth Crystal Cave

MammothCrystalPreserve@caves.org

McFails Cave
Jason Siemion, Peter
Haberland
McFailsPreserve@caves.org

Mill Creek Sink
Andy Pitkin
MillCreekPreserve@caves.org

Myrna Attaway
Kristine Ebrey, Maureen
Handler
AttawayPreserve@caves.org

Nunley Mountain Preserve
Julianne Ramsey, Alea Moore, Hal
Love, Mike Moser, Ronnie Tidwell
NunleyMountainPreserve@caves.org

New River
Travis Coad
NewRiverPreserve@caves.org

Perkins Cave
Steve & Jeanie Bailey,
Jason Lachinet, Terry
Brown
PerkinsPreserve@caves.org

Richard J. Blenz
Anmar Mirza, Dave Everton
BlenzPreserve@caves.org

Schoharie
Christa Hay
SchohariePreserve@caves.org

Shelta Cave
Scott Shaw, Bill Torode,
Kevin Reeves
SheltaPreserve@caves.org

Sims Sink
Buford Pruitt, Adam Hughes
SimsSinkPreserve@caves.org

Thunderhole
Megan Atkinson, Chris
Hudson
ThunderHolePreserve@caves.org

Tytoona
Garrett Czmor
TytoonaPreserve@caves.org

Warren
Dave Lizdas, Doug Prior
WarrenPreserve@caves.org

Wells
Duke Hopper, Bob Roth
WellsPreserve@caves.org

W J Stephenson (HQ)
Scott Shaw, Bill Torode,
Kevin Reeves
StephensonPreserve@caves.org

Preserve Science Sub-Committee
Ben Tobin, Chair
860-716-8127
PreserveScience@caves.org

Conservation Division

Division Co-Chiefs
Jim Werker & Val Hildreth-Werker
575-895-5050
conservdivision@caves.org

Cave Biological Response
Will Orndorff
biologicalresponse@caves.org

Cave Conservation
Jim Werker & Val Hildreth-Werker, Co-Chairs
575-895-5050
caveconser@caves.org

Geocaching
David Irving, Chair
760-643-1208
geocaching@caves.org

Mammoth Cave Restoration
William Copeland, Chair
417-581-1210
mammothrest@caves.org

Resource Preservation
David Joaquim
480-970-8186
resourcepreserv@caves.org

Vandalism Deterrence Reward Commission
Sarah Richards, Chair
703-201-6909
vandalismdeterrence@caves.org

Education Division

Division Chief
Devra Heyer
education@caves.org

Educational Grants
Pam Malabad, Chair
540-230-4829
educgrants@caves.org

Environmental Education
Sharon Weaver, Chair
651-485-7231
enviredu@caves.org

National Cave and Karst Mgt. Symposium
Jim Kennedy, Chair
512-663-2287
nckms@caves.org

National Cave Rescue Commission (NCRC)
Gretchen Baker, Nat. Coord.
435-406-1041
ncrc@caves.org

NCRC Liaison Subcommittee
Marty Reames
719-357-9261
ncrcliaison@caves.org

Safety & Techniques
Hazel Barton, Chair
330-972-2518
safetyandtechniques@caves.org

Vertical Training Commission (VTC)
Ron Miller, Nat. Coord.
verticaltraining@caves.org

VTC (continued)
Hazel Barton, Edu. Coord.
verticaltraining@caves.org

Webinar Committee
Debbie Spoons, Chair
801-808-8180
webinars@caves.org

Youth Group Liaison
Allen Maddox, Chair
484-657-9057
nssyouth@caves.org

NSS Convention Division

Division Chief
Carol Tiderman
410-792-0742
convention@caves.org

Convention Development
Carol Tiderman, Chair
410-792-0742
conventiondevelop@caves.org

Convention Steering
Carol Tiderman
410-792-0742
conventionsteering@caves.org

JSS
Thor Steinke, Chair
720-289-8189
jss@caves.org

Convention 2022
Chris Pelczarski, Chair
rushofgranite@gmail.com

Convention 2023
Rich Geisler, Meredith Hall Weberg, Co-Chairs
RichG@chemtreat.com
merecaver@yahoo.com

NSS Salons

Salons
Blake Jördan, Co-Chair
505-362-0101
SalonsCmte@caves.org

Salons
Dave Socky, Co-Chair
540-989-7693
SalonsCmte@caves.org

Salons Sec/Treas
Carolina Shrewsbury
SalonsCmte@caves.org

Cartographic Salon
Dwight Livingston
410-877-9098
cartsalon@caves.org

Cave Ballad Salon
Roland Vinyard, Chair
703-909-5155
balladsalon@caves.org

Graphic Arts Salon
Blake Jördan, Chair
423-987-2233
gasalon@caves.org

Multimedia Salon
Dave Socky, Chair
540-989-7693
multimediasalon@caves.org

Photo Salon
Nikki Fox, Chair
540-746-8184
photosalon@caves.org

Print Salon
Cady Soukup, Chair
540-675-3015
printsalon@caves.org

Symbolic Emblems Salon
Dave Decker, Chair
360-929-2233
emblemsalon@caves.org

T-Shirt Salon
Blake Jördan, Chair
423-987-2233
tshirtsalon@caves.org

Video Salon
David Socky, Chair
540-989-7693
videosalon@caves.org

DEPARTMENT OF THE EXECUTIVE VICE-PRESIDENT

Descriptions of these committees may be found at
caves.org/nss-business/bog/Table_4D_EVP_Div.pdf

AAAS Rep. – Biology
Kathleen LaVoie
518-562-1154
aaasbio@caves.org

AAAS Rep. – Geology & Geography
Arthur Palmer
607-432-6024
aaasgeo@caves.org

Amer. Caving Accidents
Nick Anderson, Editor
507-640-0073
aca@caves.org

Int'l Exploration
Cyndie Walck, Pat Kambesis Co-Chairs
internatexp@caves.org

U.S. Exploration
Jason Ballensky, Chair
858-442-2583
usexp@caves.org

Research Advisory
Donald A. McFarlane, Chair.
909-607-2564
research@caves.org

Journal of Caves & Karst
Malcolm Field, Editor
703-347-8601
journal@caves.org

NSS News
Dave Bunnell, Editor
209-736-1689
nssnews@caves.org

Special Publications Cmte.
Dave Bunnell, Chairman
specialpubs@caves.org

DEPARTMENT OF THE OPERATIONS VICE-PRESIDENT

Descriptions of these committees may be found at
caves.org/nss-business/bog/Table_4D_OVP_Div.pdf

Archives Division

Division Chief
Scott Shaw
256-426-3576
archivesdiv@caves.org

Archivist
Alexander Dobrowolski
256-679-2422
archivist@caves.org

Cave Files
James Hall, Chair
256-772-9829
cavefiles@caves.org

Corresponding Archivist
Bill Torode
asstarchivist@caves.org

Librarian
Bob Roth
502-604-0622
librarian@caves.org

Photo Archives
Ed Strausser, Chair
415-450-7441
photoarchives@caves.org

Speleo-Museum
Scott Shaw
256-426-3576
museumcommittee@caves.org

Information Technology Division

Division Chief
Wm Shrewsbury
727-424-2901
itdiv@caves.org

IT Team Members
Gary Bush,
Charles Goldsmith,
Ed Strausser,

(IT Team continued)
Alex Sproul,
Kyle Gochenour
it@caves.org

caves.org Steering Committee
Pete Johnson, Chair
website@caves.org

Office Systems Committee
Ed Strausser
officesystems@caves.org

Other Permanent Committees

Audio-Visual Library
David Socky, Chair
540-989-7693
avlibrary@caves.org

Building and Grounds
Mark Skove, Chair
865-640-2323
grounds@caves.org

Display
Tricia Spiliotis, Chair
display@caves.org

NSS Bookkeeper
Christy Starr
bookkeeper@caves.org

NSS Headquarters
6001 Pulaski Pike
Huntsville, AL 35810-1122
256-852-1300
nss@caves.org

Facilities
facilities@caves.org

DEPARTMENT OF THE SECRETARY-TREASURER

Descriptions of these committees may be found at
caves.org/nss-business/bog/Table_4D_S-T_Div.pdf

Bookkeeper
Christy Starr
256-852-1300
bookkeeper@caves.org

Budget Wrangler
Jean DeVries
budget@caves.org

Chief Accounting Manager
vacant

Finance Committee
Martha Bryant
Bryan Taylor
finance@caves.org

Insurance Committee
Michael Cicherski, Chair
830-481-6388
insurance@caves.org

Personal Property
Nick Anderson, Chair.
507-640-0073
property@caves.org

Agents of the Treasurer

Fine Arts Salon Treasurer
Carolina Shrewsbury
SalonsCmete@caves.org

NCRC Financial Officer
Gaylene Speaect
ncrcfinance@caves.org

NSS Bookkeeper
Christy Starr
256-852-1300
bookkeeper@caves.org

2022 Convention Treasurer
Dan Faust
faust@moorefaust.com

2023 Convention Treasurer
Beth Webb
Wee3830@verizon.net

2024 Convention Treasurer

Eastern Region
Heather Funkhouser
ncrceast@caves.org

Central Region
Jessica Deli
ncrccentral@caves.org

Northeast Region
Greg Moore
ncrcnortheast@caves.org

Pacific NW Region
Eddie Cartaya
ncrcpacificnw@caves.org

South-Central Region
DJ Walker
ncrcsouth@caes.org

Southwestern Region
ncrcsouthwest@caves.org

Western Region
Amanda Mortimer
ncrcwest@caves.org

Independent Reviewers

Conventions
Carol Tiderman
conventionreview@caves.org

Fine Arts Salon
Scott Fee
fineartsreview@caves.org

NCRC
Rachael Walker
ncrcreview@caves.org

Operations
Bill Stringfellow
operationsreview@caves.org

Directorate Committees

Executive Search
Carol Tiderman, Chairman
410-792-0742
execsearch@caves.org

Finance Review
Cindy Wu, Chair
425-533-8126
audit@caves.org

Planning
Sonia Meyer, Chair
planning@caves.org

Top

TABLE 4E --- PERMANENT COMMITTEES

*The original Act that created the committee has been lost. The Act cited is the earliest Board action that references the committee's work.

AAAS Representatives -- Executive Vice-President

There is one AAAS representative for the Biology Section and another for Geology and Geography. These people must be Members of the American Association for the Advancement of Science (AAAS), with which the Society is affiliated. They represent the Society at section meetings and organize any cave related papers presented at the annual meetings of the AAAS. (Act 41-076)

American Caving Accidents Editor -- Executive Vice-President

This committee publishes an annual compendium of caving accidents in the U.S. complete with detailed analyses and commentary. The publication depends upon reporting of all caving accidents to the NSS Office. This includes accidents involving non-affiliated cavers as well as NSS members. (Act 83-336)

Annual Report Committee -- President

This committee is responsible for publishing the annual NSS Annual Report. (Act 83-705)

Archivist -- Operations Vice-President

The Archivist files correspondence and records for permanent retention in the Society's archives. (Act 25-456)

Audio-Visual Library Committee -- Operations Vice-President

The Audio-Visual Aids 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. The video Committee is a subcommittee of the Audio-Visual Aids Committee. (Act 97-396)

Awards Committee -- President

The Awards Committee is responsible for administering the NSS award programs. (Act 43-744) (See Section 6)

BCI Liaison Committee – President

This committee is established per the Memorandum of Understanding between the NSS and Bat Conservation International. (Act 41-761 and Appendix AK)

Board Arrangements Committee -- President

This committee will solicit bids for the spring and fall Board of Governors meetings and present these bids to the BOG for their selection as well as providing needed support to the President during BOG meetings and conventions. The committee will also provide written instructions and support to groups interested in hosting a BOG meeting and describe the facility requirements. The committee will also act as liaison between the meeting host(s) and the Board of Governors. (Act 03-205)

Buildings and Grounds Committee – Operations Vice -President

Duties include but are not limited to periodic maintenance, development of plans, obtaining approval for capital projects, obtaining permits where required, and developing a budget for planned expenses. (Act 26-926)

Business Development Committee – President

This committee will develop business relationships for the purposes of sponsorship, advertisement, and other marketing efforts. (Act 40-924)

Bylaws Committee -- President

The Bylaws Committee is to review proposed changes to the bylaws to insure they are consistent with the Constitution and Articles of Incorporation and best accomplish the goals desired by the proposer. (Act 08-204)

Cartographic Salon Committee -- Administrative Vice-President

This committee organizes and conducts the annual cartographic salon. They publicize the contest, solicit participation, judge the entries, and arrange for display at the convention. The objective is to recognize outstanding examples of the best in cave mapping technique and art. *(Act 79-554)

Cave Ballad Contest Committee -- Administrative Vice-President

This committee organizes and judges an annual Cave Ballad Contest and presents the entries at the annual convention. The committee may also produce records and cassettes and a cave ballad songbook. (Act 47-392)

Cave Biological Response Committee -- Administrative Vice President

This committee coordinates the NSS's response to biological threats to caves and karst. (Act 50-890)

Cave Conservancies Committee -- Administrative Vice-President

This committee is proactive in promoting the NSS to Conservancies and other cave owners, as the major cave organization for providing cave management information, expertise and assistance. The committee encourages all cave Conservancies and other persons and groups responsibly managing caves to affiliate with the NSS. (Act 50-584)

Cave Files Committee -- Operations Vice-President

This Committee is to ensure that data known to one group and generation of cavers is collected, preserved, and made available to other groups and generations. (Act 46-214)

Cave Management Research -- Administrative Vice-President

This committee 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. (Act 88-975)

Caves.org Steering Committee – Operations Vice-President

This committee will plan for the future growth and design of the NSS website. (Act 66-953)

Commercial Cave Liaison Committee -- President

This committee is established for the purpose of informing the National Caves Association of the talent and resources of the NSS. (Act 86-320)

Conservation Committee -- Administrative Vice-President

The primary purpose of the Conservation Committee is to direct the cave conservation efforts of the Society. The committee serves this purpose by acting as a communications network for the Society's various efforts. The committee also maintains liaison with individuals, corporations, and state and federal agencies outside the Society, and coordinates Society conservation efforts with other conservation organizations having mutual goals.

Much of the Society's conservation efforts are handled by Conservation Sub-committees and Conservation Task Forces. In general, the Sub-committees deal with national and regional issues of a continuing nature while the C.T.F.s are created, as needed, to work with specific local problems of a temporary nature. (Act 50-086)

Convention Committee -- Administrative Vice-President

This committee organizes and runs the annual convention, usually through many sub-committees. The convention site, and thus the Chairman, is selected annually by the Board of Governors from proposals submitted from various groups interested in hosting the convention. *(Act 56-006)

Convention Development Committee -- Administrative Vice-President

This Committee solicits proposals up to four years in advance from members and internal organizations to sponsor the annual convention. The Committee monitors and assists groups as convention plans are developed. (Act 56-690)

Convention Steering Committee – Administrative Vice-President

This committee shall consist of a chair appointed by the AVP and have a minimum of four other members. (Act 56-942)

Corresponding Archivist – Operations Vice President

The Corresponding Archivist will conduct searches of NSS archival records and collections in response to inquiries from members and the public. (Act 25-909)

Display Committee – Operations Vice President

This committee will have responsibility for NSS displays at the NSS headquarters. (Act 26-899)

Educational Grants and Scholarship Committee -- Administrative Vice-President

This committee is responsible for supporting and administering educational grants and scholarships. (Act 19-704)

Environmental Education Committee -- Administrative Vice-President

This committee works to develop an educational program on caves, to be taught in schools (kindergarten through high school), based on Project Underground. (Act 57-556)

Equipment Committee -- Secretary-Treasurer

This committee is established to compile and maintain information on personal property owned by the NSS. (Act 58-562)

Executive Committee

This committee consists of the Officers of the Society. (Act 01-287)

Executive Search Committee - - Directorate

This committee maintains a list of potential officer candidates. (Bylaw IV. Section A.3.d and Act 12-551)

Finance Committee -- Secretary-Treasurer

This committee is charged with helping to prepare the budget. (Act 16-045)

Financial Review Committee – Directorate

The Audit Committee is established according to the Audit Committee Policy. (Act 15-770)

Fundraising Committee -- President

The Fundraising Committee solicits donations to the General, Save-the-Caves, Exploration, and Research Funds, collectively be known as the Primary Funds. The main focus of the Fundraising Committee will be to solicit contributions to the Primary Funds They also solicit unrestricted gifts to the Society and donations to the various other funds. (Act 63-429)

Geocaching Committee -- Administrative Vice-President

The purpose of this committee is to address the potential and recurring situation of placing geocaches in sensitive and potentially dangerous caves in addition to preventing cave locations being posted on the Internet. (Act 26-750)

Geospatial Data Committee – Administrative Vice -President

This committee will collect, maintain/manage spatial and tabular data for the society. Act 40-970

Graphic Arts Salon Committee -- Administrative Vice-President

This committee organizes and conducts the annual graphic arts salon. They publicize the contest, solicit participation, judge the entries, and arrange for display at the convention. The objective is to recognize outstanding newsletter covers published by NSS-affiliated organizations. The purpose of the salon as organized is to recognize newsletter covers and not miscellaneous cave art.

Government Liaison Committee -- President

This committee will act as liaison with federal and state agencies to administer and create memorandums of understanding. (Act 41-669)

Information Technologies Committee --- Operations Vice-President

This committee is responsible for the NSS office and NSS web site computer infrastructure. (Act 66-684)

International Congress of Speleology 2009 -- President

The NSS will host the 2009 ICS in conjunction with the 2009 NSS Convention. This committee will be responsible for organizing both events. (Acts 56-767 and 65-768)

Internal Organizations Committee -- Operations Vice-President

The Internal Organizations Committee is responsible for chartering new internal organizations and maintaining a current file on all active IOs. Each IO is required to submit an annual report to this Committee. Those which fail to do so are eventually deactivated. Additionally, the IO Committee works closely with the Congress of Grottos and serves as the Credentials Committee for that body.

International Exploration Committee -- Executive Vice-President

The primary purpose of the International Exploration Committee is to administer the Expedition Support Fund grant program. The Expedition Support Fund was established to assist Society sponsored speleological expeditions by contributions raised for this specific purpose. (Act 60-455)

International Secretary -- President

The International Secretary serves as coordinator between the NSS and the International Union of Speleology (UIS) and other individuals and organizations in foreign countries. The International Secretary also administers the grants to support international speleological participation. (See Appendix I).

Junior Speleological Society Committee -- Administrative Vice-President

This committee is to provide administrative and program support for youth educational activities at Society Conventions. (Act 56-596)

John Guilday Cave Preserve Committee --Administrative Vice-President

This committee is responsible for administration of and control over the John Guilday Cave Preserve, WV, a Society owned preserve including four caves.

Journal Editor -- Executive Vice-President

The job of the Journal Editor is to coordinate the production of the *Journal of Cave and Karst Studies,* a tri-annual, or three times a year, scientific journal on cave and karst research. (Act 81-570)

KWI Liaison Committee -- President

This committee is establisher per the Memorandum of Understanding between the NSS and the Karst Waters Institute. (Act 41-676)

Landowner Relations Network Committee – Administrative Vice-President

This committee is responsible for working on private sector landowner relations at a national level. (Act 86-703)

Legal Committee -- President

The purpose of the Legal Committee is to serve as a legal advisor to the Executive Committee and Board of Governors. Various members of the committee work with grottos or regions to enact laws protecting caves or limiting liability of cave owners. The committee is not expected to serve as legal counsel to the Society. (Act 24-691)

Liaison Committees -- President

A Liaison Committee will be established for each Cooperating Agreement or Memorandum of Understanding signed between the NSS and other agencies. The Liaison shall be the point of contact through which official communications will flow between the NSS and the organization or agency. (Act 41-502)

Librarian -- Operations Vice-President The position of Librarian is established within the Archives Division of the OVP Department. (Act 68-908)

Mammoth Cave Restoration Committee -- Administrative Vice-President

This committee will administer and manage the Cooperative Agreement between Mammoth Cave National Park and the National Speleological Society. (Act 50-602)

Media Relations Committee -- President

This committee is directed to expand the awareness of the existence of the NSS 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. (Act 86-361)

Membership Committee -- President

The Membership Committee will create and implement effective membership recruitment and renewal strategies. (Act 28-743)

Museum Committee -- Operations Vice-President

This committee is responsible for collecting, cataloguing, and photo documenting the NSS Museum collection. (Act 76-283)

National Cave and Karst Management Symposium Committee – AVP

The purpose of this committee is to host a biennial symposium to advance concepts of cave and karst management. (Act 50-916)

National Cave Rescue Commission -- Administrative Vice-President

The National Cave Rescue Commission (NCRC) serves as an advisory, training, developmental, and coordinating agency to work with cavers, government agencies, and rescue teams. The Commission provides training programs and will assist in solving specific cave rescue problems. They will also develop or evaluate cave rescue plans and resources. (Act 91-370)

National Cave Rescue Commission Liaison -- AVP (Authorized 2-16-21 by Ed. Div. Chief)

The National Cave Rescue Commission (NCRC) Liaison, a subcommittee in the Education Division of the Administrative Vice-President's (AVP) Department, was established to give both the NSS leadership and the NCRC leadership an increased understanding of the needs and efforts of each respective group. This position is meant to foster increased support for both sets of involved volunteers. This position will also ensure that the NCRC stays in alignment with board acts passed by the NSS Board of Governors (BOG), and directives passed down by the office of the AVP.

Nature Preserves Committee -- Administrative Vice-President

The NSS Nature Preserves Committee manages all cave and karst lands owned by the NSS. All cave management committees established to run NSS owned and managed karst properties and NSS Nature Preserves report to this committee. (Act 26-577)

NCKRI Liaison Committee -- President

This committee is established to act as liaison between the NSS and the National Cave and Karst Research Institute. (Act 41-696)

Nominating Committee -- President

The job of the Nominating Committee is to solicit candidates for election to the Board of Governors as well as conduct the annual Board election. (Act 02-403)

NSS News Editor -- Executive Vice-President

The job of the News Editor is to coordinate the production of the *NSS News*, a monthly news and feature magazine.

Office Systems Committee -- Operations Vice-President

This committee is responsible for maintenance of the software supporting the NSS Office functions. (Act 25-565)

On-Line Library Committee -- Operations Vice-President

This purpose of this committee is to make the NSS library more accessible to NSS members by providing internet access to library materials. (Act 68-751)

Outdoor Group Liaison Committee – President

The purpose of this Committee is to provide information to outdoor businesses and activities that include caving in their programs to ensure that they consider the safety of the participants, respect for the landowner, and the conservation of the caves.

Photo Archives Committee -- Operations Vice-President

This committee is to maintain, protect, and catalog all photographs owned or copyrighted by the NSS. The ultimate goal is the establishment of a permanent historical record of American caves. (Act 78-220)

Photo Salon Committee -- Administrative Vice-President

This Committee organizes and publicizes the annual Photo Salon. NSS members are invited to submit photos to the Committee following announcement of the annual competition in the News. Judging takes place two or three weeks prior to the convention and awards are presented at the convention in several categories. A gallery is set up at the convention for conventioneers to view the entries. (Act 79-554)

Planning Committee - - Directorate Committee

This committee is established to lead and facilitate the development and maintaining of a comprehensive strategic plan for the future of the NSS. (Act 09-594)

Recording Secretary -- President

The Recording Secretary takes notes at meetings of the Board of Governors and prepares the official minutes of the meeting. (Act 05-290)

Research Advisory Committee -- Executive Vice-President

This Committee coordinates the research activity of the Society. They administer the research grants given by the Society, choose the winner of the annual Ralph W. Stone Research Award, designate official NSS Projects and Study Groups, provide advice to members concerning scientific efforts, answer speleological inquiries from others, and review proposals for research in Society owned caves. (Act 88-080)

Resource Preservation Committee -- Administrative Vice-President

Safety and Techniques Committee -- Administrative Vice-President

The goal of the Safety and Techniques Committee is "Safety Through Knowledge". Activities of the Committee include analyzing and reporting accidents and near accidents, equipment study and testing, and development of safe caving techniques. (Act 91-330)

Salon Coordinator -- Administrative Vice-President

The job of the Salon Coordinator is to coordinate all of the NSS salons at the convention and to promote caving art.

Secretary to the Board -- President

The Secretary to the Board is responsible for maintaining and distributing information relating to the current policies of the NSS. This includes editing and publishing the Board of Governors Manual, publicizing policies through the NSS News, maintaining board continuity, etc. He is also an ex officio member of the Bylaws Committee and the Minutes and Arrangements Committee. (Bylaw IV.K)

Show Cave Coordinator – Administrative Vice-President

The coordinator visits commercial caves and talks with owners and attends conventions of the National Caves Association. The coordinator also tries to make NSS members aware to the bad reputation that cavers have with commercial cave owners and offers suggestions for correcting that situation. (Act 40-929)

Social Media Committee -- President

This committee will conduct the NSS's publicity and information activities and promote the NSS through online and social media channels. (Act 86-870)

Special Publications Committee -- Executive Vice-President

The Special Publications Committee arranges for publication of all works of the NSS not specifically covered by a separate committee. This Committee will review manuscripts and related materials for Society members and attempt to obtain publication of those works which it feels will further the goals of the NSS. (Act 83-329)

Speleo Museum Committee -- Operations Vice-President

The Museum of Speleology is to collect objects directly related to caving and speleology. Areas of interest include vertical gear, lighting devices, and other equipment, grotto and region patches and other memorabilia. (Act 76-283)

TNC Committee -- President

This committee works to maintain relationships between the Society and The Nature Conservancy.

U. S. Exploration Committee -- Executive Vice-President

The primary purpose of the U. S. Exploration Committee is to administer the Sara Corrie Memorial Fund grant program (See Section 3, Appendix AG). (Act 60-483)

Vandalism Deterrence Reward Commission -- Administrative Vice-President

This commission, consisting of five members, administers the Cave Vandalism Deterrence Reward offered by the Society. The Commission determines the amount of the reward, based on the offense and the success of the prosecution; cooperates with other organizations or persons wishing to offer rewards in conjunction with the Society; and publicizes the reward in the *NSS News*. (Act 50-395)

Vertical Training Commission -- Administrative Vice-President

This commission will develop and maintain a vertical training program that provides hands-on and training in vertical techniques. (Act 91-976, Appendix BP)

Vertical Training Transition Commission -- Administrative Vice-President

The commission will develop a draft charter for the Vertical Training Commission. (Act 91-974)

Volunteer Coordination Committee -- President

This committee is responsible for identifying open positions in the society and recruiting members who are willing to serve. (Act 40-964)

Webinar Committee – Administrative Vice-President

This committee is responsible for developing and operating the NSS's web-based multimedia outreach program. (Act 66-865)

Youth Groups Liaison Committee -- Administrative Vice-President

This committee is responsible for acting as a liaison between the NSS and youth groups that may include caving in their programs. (Act 86-231)

Top

TABLE 4F -- PAST CHAIRMEN OF SELECTED COMMITTEES

American Caving Accidents
Rane Curl 1967-70
Jennifer Anderson 1971
Richard Breisch 1972-75
Steve Knutson 1976-96
Bill Putnam 1996-2007
Ray Keeler 2007- 2011
Bonny Armstrong 2011-

Archives
Elmer Harmon 1939-40
Florence Whittley 1941-44
Robert E. Morgan 1945-47
Robert E. Davis 1956-58
Beth Horton 1965-66
Bobbi Nagy 1966-68
Carol Gettel 1968-69
Mary Howerton 1986-89
Barbara Patrie 1990-1992
Vacant 1992-1996
J. Reynolds Duncan 1996-2013
Tricia Spiliotis 2015-2016
Alexander Dobrowolski 2017-

Audio Visual Library
Howard Sloane 1959
Dorothy Reville c.1960-62
James T. Pritchard c.1963-66
Ellen Gold 1973-74
Carolyn Herel 1975-77
Paul Kouts 1980-81
Dave Luckins 1982-83
Norma Peacock 1984-87
Paul Stevens 1988-97
Colin Gatland and
David Socky 1997-2003
David Socky and
Tim White 2003-2006
David Socky 2006-

Awards
James H. Benn 1943
Ralph W. Stone 1945
Martin H. Muma 1948
Charles E. Mohr 1959
Richard R. Anderson 1960-61
Bro. G. Nicholas 1961-67
William J. Stephenson 1967-73
Charles Larson 1974-75
Eugene Vehslage 1976-78
Charles Maus 1979-83
Jeanne Gurnee 1984-86
G. Thomas Rea 1987-1988
Dave Luckins 1988-1994
Mike Hood 1994-1998
William F. Tozer 1998-2005
Scott Fee 2005-2012
Mike Backe 2012-

Bookstore Manager
Jack Speece 1975-76
James Hall 1977-81
J. Reynolds Duncan 1984
Ronnie Nixon 1985-95
Jim Hall 1995-1998
This is no longer a volunteer position.

Bulletin Editor
Don Bloch 1940-47
Charles E. Mohr 1948
Jerome M. Ludlow 1949-54
Roger W. Brucker 1955-56
William E. Davies 1957-63
Jerry D. Vineyard 1964-70
Dave Irving 1970-72
James Hedges 1972-83
Percy Dougherty 1984-86
Andrew Flurkey 1987-96
In 1996 the Bulletin was renamed the Journal of Cave and Karst Studies

Bylaws
Gill Ediger 1973-74
Edward Yarborough 1975
Richard Schriber 1976
Robert Addis 1977-79
Evelyn Bradshaw 1980-83
William Mixon 1984-89
Paul Stevens 1990-96
Bill Mixon 1996-99
Jim Borden 1999-2001
G. Thomas Rea 2002-2012
Mike Hood 2012-

Cave Files
Florence Whitley 1942-44
Robert Morgan 1945-7
Bob Lutz c. 1950
Richard Anderson 1951-56
Nancy Mechling Youden 1956-57
Richard Anderson early 1960's
Alice Steinke 1968-72
Hazel Medville 1973-74
Richard Blenz 1975-2013
James Hall 2013-

Cave Ownership & Management
John Mylroie 1980-82
G. Thomas Rea 1983
Mike Hood 1984-86
Jim Goodbar 1987-90
Jeff Harris 1990-1993
William Gary Bush 1993-1996
This committee was abolished in 1996 and replaced by the NSS Preserves Committee

Cave Vandalism Deterrence Reward Commission
John M. Wilson 1981-95
Jim Neiland 1995-96
Chris Hacker 1996-98
Jay Jorden 1998-2013

Aaron Artz 2013-2015
Sarah Richards 2015-

Conservation
William J. Stephenson 1951-53
Phil Smith 1954-55
Ed Danakee 1956
Franklin Brant 1957
Charles Mohr 1958-59
Albert Amon 1960
Victor A. Schmidt 1961-70
Rob Stitt 1970-75
Nick Noe 1975-77
Tom Strong 1977-79
Beth Estes 1979-80
Paul Stevens 1981-82
Tim Shafstall 1982-83
Jer Thornton 1984-86
Mary Foster 1986
Janet Thorne 1987-90
Mark Laing 1990-92
Albert Krause 1992-1995
Dave Jagnow 1995-2000
Jim Werker and Val Hildreth-Werker 2000-

Contermporary Cave Use Study
John M. Wilson 1977-1995
Jane Prendergast 1995-1996
Ronnie Burns 1996-1996
Garrett Czmor 1996-2008
Lisa Hall 2009-2012
W. Urbanski & K. Ebrey 2018-

Convention Chairman
see page 5.E

Division Chief
AVP Dept
Cave Management
Doug medville 1995-1997
Mike Hood 1997-1998
vacant 1998-2003
William Palmer 2003-2004
John Wilkerson 2004-2005
vacant 2005-2007
John M. Wilson 2007-

Conservation
David Jagnow 1995-2000
Jim Werker & Val
Hildreth-Werker 2000-

Convention
Carol Tiderman 1995-

Education
Hazel Medville 1995-2000
Chuck Acklin 2000-2003
Amy Bern 2003-2008
vacant 2008-2009
Dianne Gillespie 2009-2013
Dianne Joop 2013-2014
Jean DeVries 2014-2015
Chris Lafferty 2015-2016
Mike Hood 2017-2019
Devra Heyer 2019

Division Chief
OVP Dept
Archieves
Tricia Spiliotis 2012-2018
Scott Shaw 2018-

Information Technology
Bill Putnam 2015-

Division Chief
Pres. Dept
Public Relations
Dean Wiseman 2012-2014
Jared Snyder 2014-2016
Will Urbanski 2016-

Finance
Alden Snell 1940-41
Leroy W. Foote 1942-49
Vacant 1950
Miles D. Pillars 1951-53
Howard N. Sloane 1954
Miles D. Pillars 1955-56
Donald N. Cournoyer 1957-59
Bro. G. Nicholas 1960-61
Miles D. Pillars 1961-62
Donald N. Cournoyer 1962-63
Russell H. Gurnee 1963-69
David McClurg 1970-1973
Paul Damon 1975-81
Ray Beach 1982-83
David Irving 1984-2011
Peri Frantz 2011-2016
Gary Barns 2016-

Fundraising
Gerald Forney 1973-74
Irene Ludwig 1975-80
Bob Addis 1981-83
Rick Day 1984-91
Rita Walker 1991-94
Chris Watson 1994-95
Greg Glazner 1996-99
Ted Kayes 1999-2004
Scott Fee 2006-2011
Bill Putnam 2011-2015
William Jackson 2015-2020
Miki Manning 2022

History
Hermine Zotter 1959-64
Beth Horton 1964-65
Note: in 1965 the History Committee was changed to the Archives Committee. In 1981 the History Committee was revived to write the 50-year history.
Janet Thorne 1981-86
Paul Damon 1987-1991

Internal Organizations
William Blaha 1947
R. Thomas Watts 1948
William J. Stephenson 1949-50
Robert H. Flack 1951
Joseph D. Lawrence, Jr 1952
William R. Halliday 1953-54
Elizabeth M. Sabatinos 1955-58
Thomas A. Engle 1958-59
John S. Petrie 1960-65
Allen P. Haarr 1966-67
Jeanne Gurnee 1967-69
William Mixon 1969-73
Dan Gealt 1973-74
Evelyn Bradshaw 1974-2000
Evelyn Bradshaw and
Keith Wheeland 2000-2015
Paul Winter 2015-2022
P. Winter & N. Anderson 2022

Journal Editor
The Bulletin was renamed Journal of Cave and Karst Studies in 1996
Louise Hose 1996-2003
Malcolm S. Field 2004-

John Guilday Cave Preserve
Fred Grady 1983-85
Ed Ricketts 1986-88
Dave West 1989-2013
Earl Suitor 2013-

Kingston Saltpeter Cave
Joel Sneed 1983-88
Larry O. Blair 1989-

Land Owner Relations
G. Thomas Rea 1965-67
Charles Maus 1967-69
Michael Houpt 1972
David D'Armond 1973-75
Guy Turenne 1975-78
Dave Goldman 1980-84
Dave Kennedy 1984-86
Vacant 1987
Bill Bussey 1988-90
Mike Smith 1990-94
Bill Thoman 1994-2001
This committee was dissolved in 2001 and reinstated as the Landowner Relations Network Committee in 2016
Julie Schenck-Brown 2016-

Legal
George Sipkin 1947-52
Vacant 1953-55
Allen D. McCrady 1956-59
Vacant 1960-62
James L. Gage 1962-69
Hugh Blanchard 1973-81
James Harbison, Jr. 1982-83
Joel Stevenson 1984-

Librarian
William J. Schlichtig 1939-40
Robert Bray 1941-44
Betty Bray 1945
Robert Bray 1946-47
Hugh V. Stabler 1948
Wilma J. Moyer 1949-50
Chrissy V. Mansfield 1951
Sylvia Craig 1952-54
Chrissy V. Mansfield 1955
Julia L. Staniland 1956-68
Russel H. Gurnee 1969-
Amanda Stokes 1973-75
Bill Torode 1976-2015
Tricia Spiliotis 2015-

McFails Cave
Scott Robertson late >60's- 74(?)
Art Palmer 1975-76
John Mylroie 1976-77
Bob Addis 1977-83
Richard Schaefer 1983-85
Thom Engel 1985-89
Frank Torncello 1989-92
Emily Davis Mobley 1992-1998
Thomas C. Rider 1998-2016
Peter Haberland & Jason Siemion 2016-

Membership
Al Lewis 1939-41
William W. Welsh 1942
Sam Allen 1943-46
John S. Petrie 1947-50
Howard Sloane 1951-52
Standiford Gorin 1953-54
C. N. Bruce 1955
Thomas F. Pickard 1956
Dorothy & Lloyd Pruett 1957
John C. Cantwell 1958-59
Vacant 1960-61
Porter B. Echols, Jr 1961-64
Richard Kuhlen 1964-66
Lary Marts 1966-67
G. Thomas Rea 1967-69
Elaine Hackerman
Anne Whittemore
Tom Cravens
John Baz-Dresch 1979-90
Bill Karpowicz 1990-2003
Eric Weaver 2004-2006
Dawn Ryan 2006-2018
Ryan & K. Ebrey 2018-2020
Kim Fedrick 2020-2022

Members Manual
Janelle Hoxie 1973
S. Marie Miller 1976
Dave Wickersham 1977-79
Doug & Glenda Rhodes 1980
Paul Stevens 1981-82
Mike & Lynn Sims 1983-87
Richard Rhinehart 1988-92
B.Scott Fee 1993-96

Lois Lyles 1997-99
Maureen Handler 1999-2001
JoEllen Kimmel 2002
Gordon Birkhimer 2003-2005
Meredith Hall Johnson 2006-2012
Kelly Smallwood 2012-2016
Cady Soukup 2016-

NCRC
Dan Smith 1975-79
Lee Noon 1980-82
Tom Vines 1983-84
Don Paquette 1985-91
Steve Hudson 1991-94
Bernard A "Butch" Feldhaus 1994-99
John Punches 1999-2007
Anmar Mirza 2007-

NSS Nature Preserves
Formally Cave Ownership and Management
Gary Bush 1996-2005
Buford Pruitt 2005-2009
Gary E. Moss 2009-2015
Tom Griffin 2015-2019
Tom Griffin & Julie Schenck-Brown 2019-2021
Julie Schenck-Brown 2022

NSS News Editor
William S. Hill 1944-55
Dorothy Reville 1955-57
Roy A. Davis 1957-60
John A. Stellmack 1960-67
Larry D. Matthews 1967-69
Ron Bridgemon 1969-72
Charles Larson 1972-76
Don Martin 1976-78
Joe Looney 1979-80
Jay Arnold 1980-83
Doug & Glenda Rhodes 1984-92
Glenda Rhodes 1992-96
Dave Bunnell 1996-

Nominating
William W. Welsh 1941-42
John S. Petrie 1943-44
Dawn O. Badger 1945
John S. Petrie 1946-47
Leroy W. Foote 1948-49
William J. Stephenson 1950
William J. Foster 1951
Ralph W. Stone 1951
Martha Rice 1952-53
William S. Hill 1953-55
Samuel L. Davies 1955-57
Howard T. Urbach 1958-59
Joseph D. Lawrence, Jr 1960-62
William J. Stephenson 1962-63
William B. White 1963-64
Eugene Vehslage 1964-66
John Stellmack 1966-67
Herbert L. Black 1967-68
Dwight E. Deal 1968-69
Richard Rigg 1973
Doug Medville 1974-75
Ed Yarbrough 1976
Paul Stevens 1977-78
William Fritz 1979-80
Bob Guilden 1981-83
Vance Nelson 1984
Ed Ricketts 1985-86
Doug Bradford 1987-88
Gary E. Moss 1989-90
Ted Kayes 1990-99
Kim Kehs 1999-00
Barbara Ann am Ende 2000-01
Montana Autumn Spencer 2001-08
C. William Steele 2008-2010
Allan Weberg 2010- 2012
Ted Kayes 2012-2015
Nathan Farrar 2015-2017
Holly McClintok 2017-2018
Nathan Farrar 2018-

Office Staff
see page 1.B.1

Office Manager
Lyle G. Conrad 1961-63
Gerald Frederick c.1964-66
Amanda Stokes 1976-79
Phil Winkler 1980-85
Greg Andrews 1986
Bill Hanson 1987-91
Ronnie Nixon 1991-1995
In 1995 the NSS hired a paid Operations Manager
Camille Mueller 1995-2000
Stephanie (Cothren) Searles 2000-2014
In 2014 the Operations Manager position was renamed Office Manager
Stephanie Rubio 2014-

Photo Salon
Burton S. Faust 1948
E. Earl Porter 1949
Burton S. Faust 1950
Howard Watkins 1950
Benton T. Hickok 1951-55
John L. Spence 1956-58
Albert C. Muller, Jr 1959
Howard N. Sloane 1960-61
James Dyer 1962-69
Ed Herel 1975-78
Karen Kastning 1979-88
Paul & Lee Stevens 1989-99
In 1999 this committee's name was changed to Salon Committee

Program & Activities
William W. Welsh 1939-41
James H. Benn 1942-45
Burton S. Faust 1946-51
Donald N. Cournoyer 1955
Russell H. Gurnee 1956-59
vacant 1960-61
Lawrence D. Matthews 1961-67

David McClurg 1967-73
William Fritz
Joe Domnanovich 1988-93
The Program and Activities Committee was abolished in 1993

Public Relations
Jack Preble 1939-42
Lou Klewer 1942-45
Jack Preble 1946
Chrissy Mansfield 1947-49
Ivan T. Sanderson 1950-54
Margaret L. Mueller 1955-56
Albert C. Mueller, Jr 1957
Vacant 1958
Roger W. Brucker 1959
Vacant 1960-63
Larry D. Matthews 1963-67
Marjorie Shaw Schmidt 1967-69
David McClurg 1970-77
Jay Jorden 1980-

Recording Secretary
Beverly Frederick
Elaine Hackerman -73
Janet Thorne 1973-79
Lee Stevens 1979-2008
Paul Mihalak 2008-2010
Jean DeVries 2010-2018
Margot Geisler 2019-2021
Oliver Gerken 2021-2022
Rebecca McNabb 2022

Research Advisory
William E. Davies 1951-53
Bro. G. Nicholas 1954-56
Thomas C. Barr, Jr 1957-58
George Moore 1959
Note: before 1960 there was a Vice President for Research.
Bro. G. Nicholas 1960-61
George Moore 1961-64
William B. White 1964-69
John Holsinger 1973-74
Henry Rauch 1975-76
John Hess 1977-79
Frosty Miller 1980-81
John Hess 1982-85
Donald Ash 1986
Calvin Alexander 1986
Art Palmer 1987-93
Chris Groves 1993-99
Aldemaro Romero 1999-00
Donald McFarlane 2000-

Safety & Techniques
Arthur Lembeck 1939-40
Jean Williams 1941-42
Herbert Vincent 1943-44
Elton Brown 1945-47
George Dare 1948
John D. Parker 1949-55
Ida Mallory 1956
Rane L. Curl 1957-62
Don F. Black 1962-63
Marlin S. Werner 1963-65
Rane L. Curl 1965-69
Steve Hudson 1973
Donna Mroczkowski 1974-75
Don Davison, Jr. 1976-79
Alan Padgett 1980-83
Mike Fischesser 1984-89
Bill Storage 1989-1996
Bill Cuddington 1996-2000
Dan McConnell 2000-2003
Anmar Mirza 2003-2005
Rebecca Jones 2005-2006
Kurt Waldron 2006-2010
Aaron Bird 2010-2013
Scott McCrea 2012-2018
Caroline Bull 2018-

Salon
Formerly Print Salon
Paul & Lee Stevens 1999-2005
Cady Soukup & David Lester 2005-

Secretary to the Board
Paul Damon 1970-74
G. Thomas Rea 1974-75
James Craig 1975-86
G. Thomas Rea 1986-92
Dave Seng 1992-94
Kathy Welling 1994-96
Vince Kappler 1996-

Shelta Cave
Scott Hancock 1973-79
Bill Torode 1980-99
Paul Meyer 1999-2010
Ron, Pat, Chris Miller 2010-2015
Kevin Reeves & Bill Torode 2015-

Top

TABLE 4G --- CHAIRS of the DIRECTORATE

This table was added to the manual in 2020 and complied from available BOG meeting minutes and other sources. Chairs are appointed at the closed session of the convention BOG meeting and dates followed by * are a best guess and awaiting further verification. Input from members and additional research will add to the list.

1955	John Parker
1956	Joseph Lawrence, Jr.
1957	Joseph Lawrence, Jr.
1958	Joseph Lawrence, Jr.
1959	Russell Gurnee
1960	Wm. Stephenson
1961	
1962	
1963	
1964	
1965*	G. Thomas Rea
1966	
1967	
1968	
1969	
1970	Dave McClurg
1971	
1972	
1973	Jim Hixon
1974	Rane Curl
1975	
1976	
1977	
1978	
1979	
1980	
1981	
1982	
1983	
1984	Bill Mixon
1985	
1986	
1987	
1988	
1989	
1990	
1991	
1992	
1993	Paul Stevens
1994	Paul Stevens
1995	
1996	Bill Mixon
1997	Dave Belski
1998	Dave Belski
1999	Bill Tozer
2000	Bill Tozer
2001	Bill Tozer
2002	Bill Tozer
2003	Bill Tozer
2004	Gary Moss
2005	Gary Moss
2006	Gary Moss
2007	Gary Moss
2008	Ted Kayes
2009	Ted Kayes
2010	Ted Kayes
2011	Ted Kayes
2012	Dean Wiseman
2013	Peri Frantz
2014	Mike Hood
2015	Bill Jackson
2016	Pat Seiser
2017	Peter Youngbaer
2018	Kristine Ebrey
2019	Nathan Farrar
2020	Nick Anderson
2021	Pete Johnson

SECTION 5 --- INTERNAL AFFAIRS

Top

Much of the real work of the Society is carried out by members working in smaller, local groups. These groups are of four types: Chapters (or Grottos), Regions, Surveys, and Sections. Each Internal Organization is chartered by the Society to help carry out the Society's purposes on a local level. The privileges and responsibilities of Internal Organizations, the criteria by which they are chartered, and the rules they are expected to follow are set out in the Policy for Internal Organizations which has been established by the Board of Governors for this purpose. This policy is included in this manual as Appendix D of Section 3.

The Internal Organizations exist to make Society membership more meaningful. Each Society member should try to become a member of at least one Internal Organization and take part in its activities. The Society places no limit on the number of Internal Organizations to which a member may belong.

A group of members who wish to form one of the Internal Organizations described below must first obtain a charter from the Society. The authority to charter Internal Organizations has been delegated to the Internal Organizations Committee. The Chairman of this committee is listed in Table 4D.

A Congress of Grottos meets yearly at the convention. At this meeting all Internal Organizations can present their views on problems or issues relating to operation of the Society. The report of the Congress is advisory to the Board of Governors, however the Board is required to consider each item on the report.

Chapters are organizations of Society members who live in the same general locality. Most chapters are known as ``grottos''. The two words mean the same thing within the Society. Chapters generally hold regular meetings and trips, organize projects, train new members, publish newsletters, and provide social functions for their members. A special type of chapter, a student grotto, can be organized at an educational institution to serve the needs of students, staff, and faculty at that institution. A complete list of all chapters, past and present, is presented in Table 5E.

Regional Associations, or Regions, are Internal Organizations made up of grottos, sections, surveys, and individuals in a general geographical area. The purpose of a region is to maintain communication among Internal Organizations and isolated members whose speleological interests cover the same general area. Most regions organize at least one annual project, meeting, or get-together. Some regions also publish a newsletter. A complete list of all regions, past and present, is presented in Table 5B.

Speleological Surveys are Internal Organizations made up of individuals and organizations engaged in gathering speleological data in a general geographical area. The primary purpose of a survey is to maintain a centralized file for the cave area and to prevent duplication of work among members. Copies of maps and information compiled by the surveys should be sent to the National Cave Files Committee. The Chairman of this committee is listed in Table 4D. A complete list of all surveys, past and present is presented in Table 5C.

Special Sections, or Sections, are Internal Organizations made up of individuals with a specific common interest related to caves. Sections are generally nationwide in scope and serve to maintain communication among the members. A complete list of all sections, past and present, is presented in Table 5D.

Other Groups -- The Board has established four categories of ``NSS Activities''. These Activities are not Internal Organizations but are intended to help members promote the purposes of the Society. Each is further defined in Appendix P of Section 3. The categories are Expeditions, Projects, Conservation Task Forces, and Conservancies. Groups are formally designated upon application to the proper committee as defined in Appendix P.

General Membership -- The Society is membership oriented and is composed of approximately 11,000 individual members residing mostly in the United States. All applicants for membership must submit a written application for membership. The applicant also signs a statement to the effect that he agrees to practice and promote cave conservation. There are various categories of membership to serve the needs of most individuals. These categories are defined in Section I.B. of the Bylaws and Act 28-389.

Early History and Growth -- The NSS was founded in 1941 with approximately one hundred members. About 1944, a serial number was assigned to each member based on the date of joining, a practice still in use today. Increases in membership were steady and by 1948 the total number of members was about 700 and the highest NSS number was 925. The following eight years was a period of rather rapid growth although the number of members dropped also increased at a rather high rate. Between 1956 and 1970, the Society was in a state of uniform exponential growth. During this time, periodic dues increases caused a leveling off of the growth trend. After 1970 growth was less rapid but the number of members continued to climb slowly. In the late 1980's rapid growth was again experienced. An outline of the membership growth pattern is given by Table 5F.

Annual Conventions -- An annual convention has been one of the most important parts of the Society's activity. The forerunner of the Conventions was held on October 17-19, 1941, at the Brookside Inn in Aurora, West Virginia. This meeting was called the Symposium of Speleology -- First Annual Conference of the National Speleological Society. Members presented papers, the Board of Governors held a meeting, and the attendees were treated to field trips by the organizers. This pattern has held for most conventions since that time. The principal field trip of this first convention was led by John F. Meenehan to Schoolhouse Cave.

Owing to wartime conditions, no conventions were held in 1943 and 1944. From 1945 to 1947 they were held during the winter in Washington, DC and were called annual meetings. In 1948, under the chairmanship of Burton S. Faust, the meeting was called a convention for the first time and set the standard for all those that followed. At this convention the International Salon of Photographic Art was inaugurated by Faust and Earl Porter. The month of the meeting was changed to April when weather for field trips would be better than it had been in the winter.

Conventions were held in April for 1948 to 1960 when the date was changed to June to coincide with the beginning of school vacation. In that year also, publication of a field trip guidebook became a regular part of convention planning. At present, conventions are held during the summer at the convenience of the host area.

A typical convention consists of a combination of learning opportunities and entertainment. Several planned parties and many spontaneous ones are mixed with a number of formal sessions where papers on many subjects are presented. Sporting contests are held and publications are sold. Some people camp; others stay in dorms or motels. Almost everyone can enjoy the week-long festivities.
Table 5A lists all the NSS National Conventions held to date.

International Meetings--In the past twenty-five years, there have been a large number of international conferences or meetings of speleologists. Some were general, such as the current series of International Speleological Congresses, which occur every four years. Some were of specific sport or scientific subjects, such as the meeting on sport potholing held in Belgium in 1972. Meetings of the International Congress of Speleology are listed in Table 5G. The international congresses are directed by the International Speleological Union (UIS) which elects its officers at each quadrennial meeting. The United States has had an official delegation at each international congress. The officers and U.S. delegates to the International Speleological Union are listed in Table 5H.

The Society has an International Secretary, with committee chairman status, (Table 4D) whose duty is to coordinate the activities of the Society on the international level.

Table 5A NSS Grottos

Top

Serial Number	Name	City	Year Chartered
1	New England Grotto	Middlebury, CT	1941
2	D.C. Grotto	Washington, DC	1940
3	VPI Grotto	Blacksburg, VA	1943
4	Richmond Grotto (RASS)	Richmond, VA	1943
5	Cleveland Grotto	Cleveland, OH	1945
6	Charleston Grotto	Charleston, WV	1946
7	Lexington Grotto	Lexington, VA	1946
8	Philadelphia Grotto	Philadelphia, PA	1947
9	No. California Grotto (name changed to Sierra Grotto in 1951)	San Francisco, CA	1947
10	Elkins Grotto	Elkins, WV	1947
11	Pittsburgh Grotto	Pittsburgh, PA	1947
12	Adirondack Grotto	Little Falls, NY	1948
13	Stanford Grotto	Stanford, CA	1948
14	Nittany Grotto	State College, PA	1948
15	Rensselaer Outing Club	Troy, NY	1948
16	So. California Grotto	Arcadia, CA	1948
17	Met Grotto	New York, NY	1949
18	Natural Stone Bridge Grotto	Adirondack, NY	1949
19	Iowa Grotto	Iowa City, IA	1949
20	Charlottesville Grotto	Charlottesville, VA	1949
21	Evansville Metropolitan Grotto	Evansville, IN	1949
22	Southwest Missouri Grotto	Springfield, MO	1949( )
23	Cornell University Grotto	Ithaca, NY	1950
24	Tarevac Grotto	Tell City, IN	1950
25	Wytheville Grotto	Wytheville, VA	1950
26	Cascade Grotto	Seattle, WA	1951
27	Dartmouth Underground Grotto	Hanover, NH	1951
28	Atlanta Grotto	Atlanta, GA	1951
29	Abilene Grotto	Abilene, TX	1951
30	Duke University Grotto	Durham, NC	1951
31	Twin Cities Grotto	Minneapolis, MN	1951
32	Cazenovia Grotto	Cazenovia, NY	1951
33	Colorado Grotto	Denver, CO	1951
34	UT Grotto	Austin, TX	1951
35	Boston Grotto	Boston, MA	1952
36	Morgantown Grotto	Morgantown, WV	1952
37	No. New Jersey Grotto	East Orange, NJ	1952
38	Enterprise Dilettante	Kearny, NJ	1952
39	Natty Bumpo Grotto	Cooperstown, NY	1952
40	Baltimore Grotto	Baltimore, MD	1952
41	Salt Lake Grotto	Salt Lake City, UT	1952
42	Central Ohio Grotto	Columbus, OH	1952
43	Hagerstown Grotto	Hagerstown, MD	1952

Serial Number	Name	City	Year Chartered
44	Tri-County Grotto	Oneonta, NY	1952( )
45	Utah's Dixie Grotto	St. George, UT	1953
46	Scotto Grotto	Scottsburg, IN	1953
47	Shippensburg State Grotto	Shippensburg, PA	1953
48	Missouri School of Mines Grotto (MSM Spelunkers)	Rolla, MO	1953 1995
49	Nashville Grotto	Nashville, TN	1953
50	Rutgers Grotto	New Brunswick, NJ	1953
51	Mohawk-Hudson Grotto	Troy, NY	1953
52	Piedmont Grotto	Monroe, NC	1953
53	Standing Stone Grotto	Huntington, PA	1954
54	Western Missouri Grotto	Warrensburg, MO	1954
55	Western Kentucky State	Bowling Green, KY	1954
56	Kentucky-Indiana Grotto	Louisville, KY	1954
57	Balcones Grotto	Austin, TX	1954
58	Auburn Grotto	Auburn, AL	1954
59	Tulsa Regional Oklahoma Grotto	Tulsa, OK	1954
60	Central Indiana Grotto	Indianapolis, IN	1955
61	Cumberland Grotto	McMinnville, TN	1955
62	San Joaquin Valley Grotto	Hanford, CA	1955
63	Huntsville Grotto	Huntsville, AL	1955
64	Paha Sapa Grotto	Rapid City, SD	1955
65	Sierra Mojave Grotto	Ridgecrest, CA	1956
66	Bucknell Grotto	Lewisburg, PA	1956
67	Chattanooga Grotto	Chattanooga, TN	1956
68	Florida Speleological Society	Gainesville, FL	1956
69	East Tennessee Grotto	Knoxville, TN	1956
70	Berkshire Hills Grotto	Pittsfield, MA	1956
71	Nova Grotto	Falls Church, Va	1956
72	Corpus Christi Grotto	Corpus Christi, TX	1956
73	Schuylkill Valley Grotto	West Hamburg, PA	1957
74	Yale Grotto	New Haven, CT	1957
75	Toledo Grotto	Toledo, OH	1957
76	Dallas-Ft. Worth Grotto	Dallas-Ft. Worth, TX	1957
77	Alamo Area Grotto	San Antonio, TX	1957
78	Quint City Grotto	Davenport, IA	1957
79	San Francisco Bay Grotto	Menlo Park, CA	1957
80	Bloomington Indiana Grotto	Bloomington, IN	1958
81	Kittatinny Grotto	Flanders, NJ	1958
82	Middle Mississippi Valley Grotto	St. Louis, MO	1958
83	Birmingham Grotto	Birmingham, AL	1958
84	Washington Grotto	Washington, IN	1958
85	Arbuckle Mountain Grotto	Ardmore, OK	1958
86	Ozona Grotto	Ozona, TX	1958
87	Southern Colorado Grotto	Pueblo, CO	1958
88	Sandia Grotto	Sandia, NM	1958
89	Pecos Valley Grotto	Roswell, NM	1958

Serial Number	Name	City	Year Chartered
90	St. Louis Urban Grotto	St. Louis, MO	1958
91	Chouteau Grotto	Columbia, MO	1959
92	York Grotto	Enola, PA	1959
93	Central Connecticut Grotto	Terryville, CT	1959
94	Reading Grotto	Reading, PA	1960
95	Tuscaloosa Grotto	Tuscaloosa, AL	1960
96	Memphis Grotto	Memphis, TN	1961
97	Holston Valley Grotto	Johnson City, TN	1961
98	Swarthmore Grotto	Swarthmore, PA	1961
99	Windy City Grotto	Lyons, IL	1961
100	Southern New Mexico Grotto	Las Cruces, NM	1961
101	Wisconsin Speleological Society	Madison WI	1961
102	Upper Mississippi Grotto	Rochester, MN	1961
103	Lehigh Valley Grotto	Bethlehem, PA	1961
104	Gulf Coast Grotto	Pensacola, FL	1961
105	Front Range (Mines) Grotto	Golden, CO	1962
106	Central Arizona Grotto	Phoenix, AZ	1962
107	Southeast Missouri Grotto	Cape Giradeau, MO	1962
108	White Sands Grotto	Holloman AFB, NM	1962
109	(none)		
110	Greater Cincinnati Grotto	Hamilton, OH	1962
111	Blue Grass Grotto	Lexington, KY	1962
112	Gasconade Grotto	Waynesville, MO	1962
113	DePauw Grotto	Greencastle, IN	1963
114	Mother Lode Grotto	Sacramento, CA	1963
115	Friendship Heights Grotto	Washington, DC	1963
116	Dogwood City Grotto	Atlanta, GA	1963
117	El Paso Grotto	El Paso, TX	1963
118	Tennessee Central Basin Grotto	Murfreesboro, TN	1963
119	Shawnee Caving	Yellville, AK	1963
120	Central Kentucky Grotto	Sulphur, KY	1964
121	UAAC Grotto	Tucson, AZ	1964
122	Northeastern Ohio Grotto	Painsville, OH	1964
123	Oregon Grotto	Portland, OR	1964
124	Monongahela Grotto	Salem, WV	1964
125	National Capitol Grotto	Washington, DC	1964
126	American University Grotto	Washington, DC	1964
127	Great Basin Grotto	Reno, NV	1965
128	Hondo Grotto	Kirkwood, MO	1965
129	Little Egypt Grotto	Carbondale, IL	1965
130	Smoky Mountain Grotto	Knoxville, TN	1965
131	Louisville Grotto	Louisville, KY	1965
132	Shining Mountains Grotto	Bozeman, MT	1965
133	Western Indiana Grotto	Terre Haute, IN	1966
134	George Washington Univ. Grotto	Washington, DC	1966
135	Parkersburg Area Grotto	Parkersburg, WV	1966
136	Frederick Troglophylic Grotto	Frederick, MD	1966

Serial Number	Name	City	Year Chartered
137	West Georgia Grotto	Carrolton, GA	1966
138	Piasa Grotto	Florrisant, MO	1966
139	Pioneer Valley Grotto	West Springfield, MA	1966
140	Gem State Grotto	Mountain Home, ID	1966
141	Union College Grotto	Schenectady, NY	1966
142	South Florida Grotto	Coral Gables, FL	1966
143	Shenandoah Valley Grotto	Harrsonburg, VA	1966
144	Rock River Speleological Society	Rockford, IL	1967
145	Paint Rock Valley Grotto	Huntsville, AL	1967
146	Greater Houston Grotto	Houston, TX	1967
147	Abilene Grotesque Grotto	Abilene, TX	1967
148	Diablo Grotto	Concord, CA	1967
149	Stanislaus Speleological Society	Modesto, CA	1967
150	Ephel Duath Grotto	Kirkwood, MO	1967
151	Rockeater Grotto	Trenton, GA	1967
152	Central Oklahoma Grotto	Oklahoma City, OK	1967
153	Triangle Universities Grotto	Durham, NC	1967
154	West Tennessee Grotto	Memphis, TN	1967
155	Sw Kentucky Grotto	Murray, KY	1968
156	Rio Grande Valley Grotto	Weslaco, TX	1968
157	(none)		
158	Mid-Illinois Grotto	Champaign, IL	1968
159	Muskogee Grotto	Muskogee, OK	1968
160	Tom Sawyer Grotto	Hannibal, MO	1968
161	Texas Tech Grotto	Lubbock, TX	1968
162	Wingate Grotto	Wingate, NC	1968
163	Colorado State University Grotto	Fort Collins, CO	1968
164	Guadalupe Grotto	Carlsbad, NM	1968
165	Kansas City Area Grotto	Kansas City, MO	1968
166	Dante's Grotto	Atlanta, GA	1968
167	San Antonio Grotto	San Antonio, TX	1968
168	Michigan Interlakes Grotto	Pontiac, MI	1968
169	Kansas Grotto	Rago, KS	1969
170	Catamount Grotto	Cullowhee, NC	1969
171	Merced Cavers Grotto	Merced, CA	1969
172	Texas A & I Grotto	Kingsville, TX	1969
173	Iron Mountain Grotto	Emory, VA	1969
174	Southwest Texas Caving Club	San Marcos, TX	1969
175	Florida State Cave Club	Tallahassee, FL	1969
176	La Gruta Trogloditas de Puerto Rico	San Juan, PR	1969
177	Vedauwoo Grotto	Laramie, WY	1969
178	ESSO Grotto	Huntington, WV	1969
179	Xanadu Grotto	Seattle, WA	1970
180	Blue Ridge Grotto	Roanoke, VA	1970
181	Aggie Grotto	Stillwater, OK	1970
182	Rice Grotto	Houston, TX	1970
183	Eastern Kentucky University Grotto	Richmond, KY	1970

Serial Number	Name	City	Year Chartered
184	Meramec Valley Grotto	Kirkwood, MO	1970
185	Cave Country Grotto	Bowling Green, KY	1970
186	Sligo Grotto	Takoma Park, MD	1970
187	Tidewater Grotto	Virginia Beach, VA	1971
188	Niagara Frontier Grotto	Rochester, NY	1971
189	Escabrosa Grotto	Tucson, AZ	1971
190	Paisano Grotto	Alpine, TX	1971
191	Greenbrier Grotto	Ronceverte, WV	1971
192	Connecticut Valley Grotto	Vernon, CT	1971
193	Flittermouse Grotto	Old Fort, NC	1972
194	Decatur Grotto	Decatur, AL	1972
195	Mesilla Valley Grotto	University Park, NM	1972
196	Spectre Grotto	Sparta, TN	1972
197	Fort Rucker-Ozark Grotto	Ozark, AL	1972
198	University of Delaware Grotto	Milford, DE	1972
199	Mountain State Grotto	Morgantown, WV	1972
200	Northern Indiana Grotto	Fort Wayne, IN	1972
201	Narrows Grotto	Cumberland, MD	1972
202	VMI Grotto	Lexington, VA	1973
203	Southern Mississippi Grotto	Hattiesburg, MS	1973
204	SSG Grotto	Indianapolis, IN	1973
205	San Diego Grotto	La Jolla, CA	1973
206	Thai-Am Caving Grotto	APO, San Francisco	1973
207	Wedixie Grotto	Atlanta, GA	1973
208	Lake Ozarks Grotto	Camdenton, MO	1973
209	Dalton Grotto	Dalton, GA	1974
210	Annapolis Grotto	Annapolis, MD	1974
211	Horace C. Hovey Grotto	Crawfordsville, IN	1974
212	Dayton Area Speleo. Society	Dayton, OH	1974
213	Lower Cumberland Grotto	Hopkinsville, KY	1974
214	Timpanogus Grotto	Provo/Orem, UT	1974
215	CenArk Grotto	Searcy, AR	1974
216	Willamette Valley Grotto	Hillsboro, OR	1974
217	Northeast Arkansas Grotto	State University, AR	1974
218	Southern Nevada Grotto	Las Vegas, NV	1974
219	Boston Mountains Grotto	Fayetteville, AR	1975
220	Black Hawk I.S.V.P.	Cedar Falls, IA	1975
221	Tennessee Regional Explorers	Dyersburg, TN	1975
222	Tse'aan Grotto	Chino Valley, AZ	1975
223	New Jersey Marmota Monax Grotto	Avenel, NJ	1975
224	New River Valley Grotto	Radford, VA	1975
225	European Grotto	Germany	1975
226	Frederick Grotto	Frederick, MD	1975
227	Union '76 Grotto	Union, WV	1975
228	Armpit Grotto	Laramie, WY	1975
229	Germany Valley Grotto	Riverton, WV	1975
230	Ozark Highlands Grotto	Springfield, MO	1975

Serial Number	Name	City	Year Chartered
231	North Mississippi Grotto	University, MS	1975
232	Athens Speleological Society	Athens, GA	1976
233	Hole-in-the-Wall Grotto	Mills, WY	1976
234	Mountain Empire Grotto	Abington, VA	1976
235	Comndr Cody's Caving Club	Wilmington, DE	1976
236	Gettysburg Grotto	Gettysburg, PA	1976
237	Miami Valley Grotto	Tatevill, Ky	1976
238	Noana Grotto	Tustin, CA	1976
239	Abilene Guano	Abilene, TX	1976
240	Madison Outing Club	Harrisonburg, VA	1977
241	Southern Colorado Mountain Grotto	Pueblo, CO	1977
242	Moravian Grotto	Bethlehem, PA	1977
243	West Virginia University Grotto	Morgantown, WV	1977
244	MOARKSOK Area Grotto	Overland Park, KS	1977
245	Purdue Outing Club	West Lafayette, IN	1977
246	Lancaster Grotto	Lancaster, KY	1977
247	Columbus Indiana Grotto	Columbus, IN	1977
248	Standing Stone Grotto	Lancaster, OH	1978
249	Galveston Grotto	Galveston, TX	1978
250	Little Rock Caving Grotto	Little Rock, AR	1978
251	Middle Georgia Fall Line Grotto	Macon, GA	1978
252	Central New Jersey Grotto	Trenton, NJ	1978
253	Meadville Moles	Meadville, PA	1978
254	Glacier Grotto	Anchorage, AK	1978
255	Columbia Grotto	Columbia, CA	1978
256	Green River Grotto	Bowling Green, KY	1979
257	Shelah Waters Grotto	Dunlap, TN	1979
258	Clemson Tiger Grotto	Seneca, SC	1979
259	Western Indiana Grotto	Terre Haute, IN	1979
260	Univ. of Cincinnati Student	Cincinnati, OH	1979
261	Cave Crawling Organisms	Bluefield, VA	1979
262	El Pasoans into Caving	El Paso, TX	1979
263	Aggie Speleological Society	College Station, TX	1979
264	Fort Knox Grotto	Fort Knox, KY	1979
265	Andalucian Grotto	Rota, Spain	1979
266	Madison University Student	Harrisonburg, VA	1979
267	Gadsden Grotto	Gadsden, AL	1980
268	Wittenberg Univ Speleological Soc.	Springfield, OH	1980
269	Southern Indiana Grotto	Seymour, IN	1980
270	Netherworld Explorers	Elkins, WV	1980
271	Southern Ohio Grotto	Georgetown, OH	1980
272	Bucks County Grotto	Warrington, PA	1980
273	Greater Allentown Grotto	Allentown, PA	1980
274	Highlands Grotto	Boone, NC	1980
275	Westminster College	New Wilmington, PA	1981
276	High Desert Grotto	Ely, NV	1981
277	Sangre de Cristo Grotto	Pueblo, CO	1981

Serial Number	Name	City	Year Chartered
278	Waldo Brothers Grotto	Pomona, CA	1981
279	Stygian Grotto	St. Louis, MO	1981
280	Syracuse Univ. Outing Club	Syracuse, NY	1981
281	Fairfield County Cavers	Danbury, CT	1981
282	Greater Randolph Organization for Speleological Science	Ireland, WV	1981
283	Franklin County Grotto	Chambersburg, PA	1981
284	Helderberg Area Grotto	Schenectady, NY	1981
285	Clayton County Cavers	Morrow, GA	1981
286	Middle Ozark Lower Earth Society	Dogpatch, AR	1982
287	Powell Mountain Grotto	Big Stone Gap, VA	1982
288	Huntingdon Area Speleological Soc.	Huntingdon, PA	1982
289	Shasta Area Grotto	Redding, CA	1982
290	Warrenton Grotto	Warrenton, VA	1982
291	Marion Area Grotto	Marion, VA	1982
292	U.S. Airforce Academy	USAFA, CO	1982
293	Detroit Urban Grotto	Detroit, MI	1982
294	Western Maryland Grotto	Cumberland, MD	1983
295	Tampa Bay Area Grotto	Inverness, FL	1983
296	Mid-Hoosier Grotto	Franklin, IN	1983
297	Montgomery Grotto	Deatsville, AL	1983
298	Minnesota Speleological Survey	Spring Valley, MN	1983
299	Lake Cumberland Speleological Soc	Somerset, KY	1983
300	Permian Basin Speleological Society	Midland, TX	1984
301	Greater Nebraska Grotto	Chadron, NE	1984
302	Golden Gate Grotto	San Francisco, CA	1984
303	Kansas Speleological Society	Topeka, KS	1984
304	Bexar Grotto	San Antonio, TX	1984
305	Wasatch Grotto	Sandy, UT	1984
306	Toronto Grotto	Willowdale, OT	1984
307	Hendrix College Student	Conway, AR	1984
308	Mickey Mouse Caving Club	Tempe, AZ	1984
309	Abilene Area Grotto	Abilene, TX	1984
310	Wheeling Grotto	Wheeling, WV	1984
311	Santa Barbara Underground	Santa Barbara, CA	1985
312	Andrews University Area Grotto	Berrien Springs, MI	1985
313	Nehkawmeh Grotto	Barstow, CA	1985
314	Huntingdon County Cavers	Huntingdon, PA	1985
315	Upper Cumberland Grotto	Cookville, TN	1985
316	Tri-State Grotto	Kearneysville, WV	1986
317	Lubbock Area Grotto	Lubbock, TX	1986
318	Helderberg-Hudson Grotto	Clifton Park, NY	1986
319	Rock Lobster Grotto	Milwaukee, WI	1986
320	Bald Eagle Grotto	Williamsport, PA	1986
321	Northeast Alabama Grotto	Fort Payne, AL	1986
322	Maverick Grotto	Arlington, TX	1987
323	Timberline Grotto	Eagle, CO	1987

Serial Number	Name	City	Year Chartered
324	Connecticut Valley Cavers	Woodbury, CT	1987
325	Newsome Sinks Grotto	Union Grove, AL	1987
326	Main Lead Grotto	Worland, WY	1987
327	Loyalhanna Grotto	Indiana, PA	1987
328	Karst Associated Research & Speleology Troop	Farmville, VA	1987
329	Central Carolina Borehole Grotto	Asheboro, NC	1987
330	Appalachian Grotto	Morristown, TN	1987
331	Western Kentucky Black Hole	Paducah, KY	1988
332	Mid-Virginia Underground	Quinton, VA	1988
333	el Grotto del Pollo Loco	Laurel, MS	1988
334	Harrison-Crawford Grotto	Palmyra, IN	1988
335	Mule Mountain Caving Club	Bisbee, AZ	1988
336	Susquehann Grotto	Williamsport, PA	1988
337	Eastern Indiana Grotto	Elwood, IN	1988
338	Fairfax Underground Network	Fairfax Sta., VA	1988
339	Pajarito Grotto	Los Alamos, NM	1988
340	Finger Lakes Grotto	Ithaca, NY	1989
341	Research & Youth Development Chapter	Bronx, NY	1989
342	Little Rock Grotto	Little Rock, AR	1989
343	James River Grotto	Madison Heights, VA	1989
344	Iowa Family Grotto	Omaha, NE	1989
345	Triangle Troglodytes	Raleigh, NC	1989
346	Oregon High Desert Grotto	Bend, OR	1990
347	Southern Oregon Grotto	Medford, OR	1990
348	Cumberland Valley Grotto	Ashland, TN	1990
349	Magic Valley Grotto	Wendell, ID	1990
350	TAFO (Tallmadge Area Federation Outdoor)	Tallmadge, OH	1990
351	Lightbearers Grotto	Centralia, MO	1990
352	Lake Missoula Grotto	Missoula, MT	1990
353	Golden Pond Grotto	Cadiz, KY	1991
354	Rockingham Historical Grotto	Singers Glen, VA	1991
355	Monroe County Cavers	Sinks Grove, WV	1991
356	Hawaii Grotto	Hana, HI	1991
357	East River Grotto	Princeton, WV	1991
358	Charlotte Cumberland Area Vertical Exploration Recreational Society (CAVERS)	Charlotte, NC	1991
359	South Carolina Interstate Grotto	Lexington, SC	1991
360	Puget Sound Grotto	Federal Way, WA	1991
361	Front Royal Grotto	Front Royal, VA	1991
362	Northeast Mississippi Speleo. Soc.	Powhatan, MS	1991
363	Near Normal Grotto	Normal, IL	1991
364	Dead Caver's Society of Orlando	Maitland, FL	1992
365	Twin Cities Urban Grotto	St. Paul, MN	1992
366	Dayton Underground Grotto	Kettering, OH	1992

Serial Number	Name	City	Year Chartered
367	Wind River Grotto	Lander, WY	1992
368	Hondo Grotto	Roswell, NM	1992
369	Pigeon Mountain Grotto	Chickamauga, GA	1992
370	Lower Ozark's SubTerrestrials	Cedar Creek, MO	1992
371	North Texas Grotto	Graham, TX	1992
372	Shwangunk-Catskill Area Grotto	Kingston, NY	1992
373	Colquitt Cave Team	Moultrie, GA	1992
374	Buffalo River Grotto	Clarksville, AR	1992
375	Central Florida Grotto	Yalaha, FL	1992
376	Ukranian Grotto	Kiev, FO	1992
377	Shoals Area Speleological Soc.	Florence, AL	1992
378	Middle Georgia Grotto	Macon, GA	1992
379	Sewanee Mountain Grotto	Sewanee, TN	1993
380	Pine Mointain Grotto	Pineville, KY	1993
381	Robertson Co. Cave Crawlers	Springfield, TN	1993
382	Flint River Grotto	Tallahassee, FL	1993
383	Long Island Grotto	Glen Cove, NY	1993
384	Mark Twain Grotto	Payson, IL	1993
385	Pinckney Area Grotto	Pinckney, MI	1993
386	Shascade Caving Society	Redding, CA	1993
387	Central Alabama Grotto	Sylacauga, AL	1993
388	Tahlequah Spec. Operations Grotto	Sand Springs, OK	1993
389	Palouse Grotto	Moscow, ID	1993
390	North Arkansas Down Under Gr.	Mountain Home, AR	1993
391	Bremerton Caving Society	Bremerton, WA	1994
392	Cullman Grotto	Falkville, AL	1994
393	Micronesian Cavers	Piti, GU	1994
394	Vermont Cavers Association	Jonesville, VT	1994
395	Battlefield Area Trog. Society	Fredricksburg, VA	1994
396	Carter Underground Spel. Soc.	Grayson, KY	1994
397	South Jersey Grotto	Swedesboro, NJ	1995
398	Lost Mountain Cavers	Smyrna, GA	1995
399	Bon Aqua Cave Rats	Bon Aqua, TN	1995
400	Warsaw Underground Society	Glen Dale, WV	1995
401	Central Texas Cavers	Temple, TX	1995
402	Southport Chronic Cavers	Columbia, TN	1995
403	Spencer Mountain Grotto	Spencer, TN	1995
404	Augusta Cave Masters	Evans, GA	1996
405	Fourth Corner Grotto	Bellingham, WV	1996
406	Red-Eye Karst Team	Loveland, OH	1996
407	Cochise County Cavers	Sierra Vista, CA	1996
408	Sub-Urban Chicago Grotto	Warrenville, IL	1996
409	Desert Dog Troglodytes	Long Beach, CA	1997
410	Kentucky River Caving Club	Lexington, KY	1997
411	Northern Arizona Grotto	Sedona, AZ	1997
412	JUST Cavers	Brandon, MS	1997
413	St. Joseph Valley Grotto	Mishawaka, IN	1997

Serial Number	Name	City	Year Chartered
414	Lookout Valley Grotto	Valley Head, AL	1997
415	Nicholas County Cavers Association	Craigsville,WV	1997
416	The Clock Tower Grotto	Rome, GA	1997
417	Ohio Cavers and Climbers	Harlem Springs, OH	1997
418	Enchanted Mountain Cave Group	Allegany, NY	1998
419	Crescent City Cavers	New Orleans, LA	1998
420	Anthros Costa Rica Grotto	San Jose, Costa Rica	1998
421	Color Country Grotto	Hurricane, UT	1998
422	Hart of Kentucky Grotto	Munfordville, KY	1998
423	Jackson County Grotto	Scottsboro, AL	1998
424	Southern Arizona Grotto	Tucson, AZ	1999
425	Gruta De Paamul	Acventurus, Mexico	1999
426	Seven Valleys Grotto	Milroy, PA	1999
427	Rockingham County Speleological Society	Linville, VA	1999
428	Norther Rocky Mountain	Frenchtown, MT	2000
429	Gypsy Underground Grotto	Eugene, OR (a traveling grotto)	2000
430	Northwestern Alabama	Tuscumbia, AL	2000
431	Appalahian Foothills	Dora, AL	2000
432	West Michigan	Rock City, MI	2000
433	Bear River	Hyrum, UT	2000
434	Llano Estacado Grotto	Lovington, NM	2000
435	Stonewall Cavers	(a traveling grotto)	2000
436	Tri-State Speleological Society	Pine Brook, NJ	2001
437	Rock Creek Grotto	Rockville, MD	2001
438	Eight Rivers Grotto	Dunmore, WV	2001
439	Silver Sage Grotto	Twin Falls, ID	2001
440	Buffalo Valley Grotto	Millmont, PA	2002
441	Branson Area Tri Lakes	Kumberling City, MD	2002
442	Virginia Highlands Grotto	Monterey, VA	2002
443	Shady Grove Grotto	Columbus, OH	2002
444	Pennsylvania Inner-Earth Grotto	Indiana, PA	2003
445	Philipine Caving Society	Paranaque City, Philippines	2003
446	Southern New Hampshire Grotto	Winchendon, MA	2003
447	Grapevine Grotto	Gloucester, VA	2004
448	Central Region Arkansas Grotto	Pindall, AR	2005
449	North East Texas Cavers	Cooper, TX	2005
450	Cowtown Grotto	Fort Worth, TX	2005
451	Bryson City Grotto	Bryson City, NC	2005
452	Great Lakes Cavers	Brown Deer, WI (a traveling grotto)	2005
453	New Mexico Tech Student Grotto	Socorro, NM	2006
454	Clarksville Underground	Woodlawn, TN	2006
455	Springfield Plateau Grotto	Springfield, MO	2006
456	TRA Grotto	Harpers Ferry, WV	2006
457	Northern Nevada Grotto	Ely, NV	2006

Serial Number	Name	City	Year Chartered
458	Thunder Basin Grotto	Gillette, WY	2006
459	Colorado Western Slope Grotto	Cedaredge, CO	2006
460	Red Canyon Grotto	Canon City, CO	2007
461	Obey River Grotto	Livingston, TN	2008
462	Rockcastle Regional Grotto	Livingston, KY	2008
463	Arbuckle Mountains Grotto	Byars, OK	2009
464	Cave Hill Grotto	Three Springs, PA	2009
465	COBRA Grotto	Batesville, AR	2009
466	Sierra Blanca Grotto	Ruidoso Downs, NM	2009
467	Balincaquim Conservancy Grotto	Pangasinan, Philippines	2009
468	Six Ridges Grotto	Afton, TN	2009
469	Devilstep Grotto	Pikesville, TN	2010
470	Utah Grotto	West Valley City, UT	2010
471	Minnesota Caving Club	Burnsville, MN	2012
472	River City Grotto	Jacksonville, FL	2012
473	Redwood Grotto	Novato, CA	2013
474	Druid City Cavers	Bessemer, AL	2013
475	Team Poseidon	Atlanta, GA (a traveling grotto)	2013
476	Walker Mountain Grotto	Wytheville, VA	2013
477	Daedalus Cavers	Pacific, MO	2015
478	Roubidoux Grotto	Rolla, MO	2015
479	Guad Grotto	El Paso, TX	2015

TABLE 5B --- LIST OF NSS REGIONAL ASSOCIATIONS

Top

Serial #	Name	Year Chartered
1	Virginia	1950
2	Northeastern	1951
3	Mid-Appalachian	1953
4	Southeastern	1956
5	Texas	1956
6	Western (Formerly California-Nevada)	1956
7	Mississippi Valley-Ozark	1958
8	Southwestern	1963
9	Arizona	1966
10	Mid-West	1967
11	Northwest	1968
12	Rocky Mountain	1975
13	North Country	1978
14	Ohio Valley	1979
15	Council of Appalachian Vols. . . (CAVES)	1982
16	Southern Plains Region	1985

TABLE 5C --- LIST OF NSS SPELEOLOGICAL SURVEYS

Top

Serial #	Name	Year Chartered
1	Arkansas	1964
2	Michigan Speleological Survey	1965
3	Texas	1969
4	Georgia Speleological Survey	1972
5	Tennessee Cave Survey	1972
6	ALTO	1973
7	Southeastern Karst Survey	1975
8	Virginia Speleological Survey	1977
9	West Virginia Speleological Survey	1978
10	Central Kentucky	1979
11	Alabama	1980
12	Western Montana	1984
13	California Sea Cave Survey	1984
14	Northwestern Pennsylvania Cave Survey	1985
15	Colorado Cave Survey	1985
16	Northern Rocky Mountain Speleological Survey	1985
17	Hawaii Speleological Survey	1989
18	Missouri Speleological Survey	1991
19	Idaho Cave Survey	1992
20	Indiana Cave Survey, Inc.	1997
21	Florida Speleological Survey	2004
22	Utah Cave Survey	2010
23	Indiana Speleological Survey	2011
24	Great Basin Speleological Survey	2014
25	Arizona Cave Survey	2014

TABLE 5D --- LIST OF NSS SPECIAL SECTIONS

Top

Serial #	Name	Year Chartered
1	Biology	1965
2	Geology & Geography (Geo2)	1968
3	Vertical	1972
4	Cave Diving	1974
5	Social Science (renamed)	1974
	Human Sciences	1985
6	BOG	1976
7	Women's (merged into Human Sciences)	1976
8	Conservation & Management	1977
9	Computer Applications	1980
10	Survey & Cartography	1983
11	Photography	1983
12	Underground Lighting	1983
13	Paleontology	1983
14	Communications & Electronics	1985
15	American Spelean History Association	1980
16	Cave Rescue	1988
17	Video	1990
18	Speleophilatelic (stamp collecting)	1990
19	Digging	1990
20	Lavender Cavers (renamed)	1997
	Stonewall Cavers (converted to grotto status, Fall ‘00, G-435)	2000
21	Medical	1997
22	Arts and Letters	1998

Top

Table 5E – NSS NATIONAL CONVENTIONS

No.	Dates	Location	Chairman	Remarks
	10/17-19/41	Aurora, WV	Felix Robinson	Symposium - Conference
1	1/13/41	Washington, DC		First Annual Meeting
		No conventions held during 1943 or 1944 due to World War II		
2	1/27-29/45	Washington, DC	James H. Benn	Annual Meeting
3	2/22-23/46	Washington, DC	James H. Benn	Annual Meeting
4	2/21-23/47	Washington, DC	James H. Benn	Annual Meeting
5	4/2-4/48	Washington, DC	Burton Faust	First Annual Convention and Photo Salon
6	4/1-3/49	Washington, DC	Burton Faust	First Congress of Grottos
7	3/31-4/2/50	Washington, DC	William Foster	
8	4/26-29/51	Charleston, WV	Emmons Grahm	First wild cave trips
9	4/18-20/52	Hagerstown, MD	Burton Faust	
10	4/6-11/53	Louisville, KY	Miles Pillars	Decennial
11	4/2-4/54	Pittsburg, PA	John Parker	
12	4/11-17/55	Natural Bridge, VA	Don Cournoyer	
13	4/4-7/56	Nashville, TN	Thomas Barr	
14	4/8-14/57	Natural Bridge, VA	Henry Douglas	
15	4/9-12/58	Gatlinburg, TN	Donald Black	
16	4/1-4/59	Springfield, MO	Oscar Hawksley	
17	6/8-12/60	Carlsbad, NM	James Baker	First June convention
18	6/12-17/61	Chattanooga, TN	Donald Black	
19	6/10-16/62	Custer, SD	John Streich	
20	6/9-15/63	Mountain Lake, VA	John Holsinger	364 registrants, largest to date
21	6/14-20/64	New Braunfels, TX	James Estes	
22	6/12-20/65	Bloomington, IN	Richard Kuhlen	
23	6/11-19/66	Giant Forest, CA	David McClurg	25th Anniversary
24	6/10-18/67	Birmingham, AL	Louis Pfau	Split convention with Huntsville, AL
25	8/18-24/68	Springfield, MO	Jerry Vineyard	
26	6/14-19/69	Lovell, WY	Harley Leach	
27	8/15-22/70	State College, PA	David Moll	
28	6/12-19/71	Blacksburg, VA	James Dawson	
29	8/12-18/72	White Salmon, WA	Charles Larson	Lava caving
30	6/16-23/73	Bloomington, IN	David DesMarias	Over 1,000 registered for first time
31	8/10-18/74	Decorah, IO	John Johnson, David McClurg	
32	6/21-29/75	Angels Camp, CA	Bruce Rogers, Gene Patterson	
33	6/27-7/3/76	Morgantown, WV	John C. Hempel	
34	7/30-8/677	Alpena, MI	William Nelson, William Fritz	
35	6/18-24/78	New Braunfels, TX	Ronald Fieseler, Charles Yates	
36	8/5-12/79	Pittsfield, MA	Bob Addis, Kevin Downey	
37	7/27-8/2/80	White Bear Lake, MN	Ed Zawlocki	
38	7/24-26/81	Bowling Green, KY	Hazel Medville	Combined mini-convention and 8th International Congress
39	6/28-7/2/82	Bend, OR	Ellen Benedict, Lynn Sims	
40	6/27-7/1/83	Elkins, WV	Jim Hixon	
41	6/25-29/84	Sheridan, WY	Bob Montgomery	
42	6/24-28/85	Frankfort, KY	Catherine Bishop, Jack Hissong, Dave Belski	
43	6/23-27/86	Tularosa, NM	Joli Eaton Doug Rhodes	Flash floods wiped out campground

44	8/3-7/87	Sault Ste Marie, MI	Bill Fritz David Luckins	International Congress
45	6/27-7/1/88	Hot Springs, SD	John Scheltens Dave Springhetti	Lightning strike in campground
46	7/31-8/4/89	Sewanee, TN	Bill Stringfello	
47	7/9-13/90	Yreka, CA	Michelle Richardson	
48	6/30-7/5/91	Cobleskill, NY	Thom Engel	50th Anniversary
49	8/3-7/92	Salem, IN	Scott Fee	
50	8/2-6/93	Pendleton, OR	Bill Devereaux	
51	6/19-25/94	Brackettville, TX	Ron Ralph, Jay Jordan	
52	7/16-21/95	Blaksburg, VA	Carol Tiderman, Jim Washington	
53	8/5-9/96	Salida, CO	Skip Withrow	
54	6/23-27/97	Sullivan, MO	Pam Saberton, Joe Walsh	
55	8/3-7/98	Sewanee, TN	Wm Shrewsbury	1,700 registrations
56	7/12-16/99	Twin Falls, ID	Dave Kesner, Mike Backe	
57	6/26-30/00	Daily, WV	Kelly Deem	
58	7/23-27/01	Rock Castle Co, KY	William Carr	
59	6/24-28/02	Camden, ME	Peter Jones, Kevin Harris	
60	8/4-8/03	Poterville, CA	Peri Frantz, Lynn Fielding	
61	7/12-16/04	Marquette, MI	Jean DeVries	
62	7/4-8/05	Huntsville, AL	Jim Hall	
63	8/7-11/06	Bellingham, WA	Michael McCormick	
64	7/23-27/07	Marengo, IN	Dave Haun	Windstorm damaged campground
65	8/11-15/08	Lake City, FL	Biford Pruitt, Jr.	
66	7/19-26/09	Kerrville, TX	Hazel Medville	International Congress
67	7/12-17/10	Essex Junction, VT	Ken Moore	
68	8/1-5/11	Glenwood Springs, CO	Dave Lester	
69	6/25-29/12	Fairlea, WV	John Pearson, Jeff Bray	
70	8/5-9/13	Shippensburg, PA	Gordon Birkhimer, Craig, Hindman	
71	7/14-18/14	Huntsville, AL	Julie Brown	
72	7/13-17/15	Rolla, MO	Joe and Kris Nicolussi	
73	7/16-23/16	Ely, NV	Matt Bowers	
74	6/19-24/17	Rio Rancho, NM	Blake Jordan	
75	7/28-8/4/18	Helena, MT	Doug Warner	
76	6/17-21/19	Cookeville, TN	Maureen Handler	
77	7/27-31/20	Virtual Convention	Rich Geisler, Meredith Hall Weberg	Traditional convention cancelled due to Covid 19 Virus
78	6/28-7/2/21	Virtual Convention	Pat Seiser, Matt Bowers	
79	2022	SD	Dan Austin, Chris Pelczarski	
80	2023	Elkins, WV	Rich Geisler	

TABLE 5F GROWTH OF THE NATIONAL SPELEOLOGICAL SOCIETY

Top

*Membership data is from original membership log book, published mailing lists, and office computer files. An * indicates no total membership list compiled for that year.*

End of Year	Highest NSS Number	Total Number of Members
1939	46	46
1940	108	66
1941	163	120
1942	205	*
1943	247	*
1944	307	287
1945	356	234
1946	566	520
1947	876	*
1948	1155	715
1949	1402	*
1950	1694	926
1951	2014	*
1952	2340	1091
1953	2659	1193
1954	3059	1450
1955	3411	1394
1956	3963	1252
1957	4138	*
1958	4564	1441
1959	4932	1750
1960	5416	1608
1961	6037	1735
1962	6605	1968
1963	7260	2134
1964	8107	2337
1965	8897	*
1966	9685	2867
1967	10530	3214
1968	11289	3387
1969	11967	
1970	12749	3309
1971	13512	3912
1972	14384	4056
1973	15256	4280
1974	16090	4513
1975	16965	4645

End of Year	Highest NSS Number	Total Number of Members
1976	17780	4390
1977	18693	4429
1978	19640	4675
1979	20632	5019
1980	21617	5176
1981	22751	5649
1982	23750	5730
1983	24538	5620
1984	25619	6125
1985	26677	6425
1986	27686	6741
1987	28811	7203
1988	30186	7873
1989	31643	8514
1990	33128	9028
1991	34954	9777
1992	36748	10492
1993	38473	11164
1994	40360	11460
1995	42176	11836
1996	43617	11140
1997	45148	11470
1998	46782	11685
1999	48417	12098
2000	49767	11773
2001	51309	11945
2002	52978	12261
2003	54443	12264
2004	55685	12020
2005	56935	11658
2006	58237	11664
2007	59529	11522
2008	60900	11651
2009	61952	11189
2010	62810	10552
2011	63739	10038
2012	64648	9843
2013	65546	9772
2014	66352	9279
2015	67202	9111
2016	68050	8968
2017	68762	8490
2018	69516	8754
2019	70261	6182
2020	70741	7217
2021	71432	7760

TABLE 5G MEETINGS OF THE INTERNATIONAL CONGRESS OF SPELEOLOGY

Top

First International Congress	Paris, France	September, 1953
Second International Congress	Bari, Italy	October, 1958
Third International Congress	Vienna, Austria	September, 1961
Fourth International Congress	Ljubljana, Yugoslavia	September, 1965
Fifth International Congress	Stuttgart, Germany	September, 1969
Sixth International Congress	Olomouc, Czechoslovakia	September, 1973
Seventh International Congress	Sheffield, England	September, 1977
Eighth International Congress	Bowling Green, Ky, USA	July, 1981
Ninth International Congress	Barcelona, Spain	August, 1986
Tenth International Congress	Budapest, Hungary	August, 1989
Eleventh International Congress	Beijing, China	August, 1993
Twelfth International Congress	La Chaux-de-fonds, Switzerland	August, 1997
Thirteenth International Congress	Brazilia, Brazil	July, 2001
Fourteenth International Congress	Kalamos Beach, Greece	August, 2005
Fifteenth International Congress	Kerrville, TX, USA	July, 2009
Sixteenth International Congress	Brno, Czech Republic	July, 2013
Seventeenth International Congress	Sidney, AustraliaEighteenth International Congress	July, 2017
	Lyon, France	July 2021

TABLE 5H --- OFFICIALS OF THE INTERNATIONAL UNION OF SPELEOLOGY

Top

A list of the current officials of the International Union of Speleology can be found at http://www.uis-speleo.org

Top

SECTION 6 – MEMBER RECOGNITION

This section describes the awards and other forms of recognition given by the Society and lists past recipients. Awards are administered by the Awards Committee and NSS Benefactors are nominated by the President. Award recipients and Benefactors are subject to NSS Board approval. Stephenson Group members have made a substantial financial contribution to the Society. The Ralph W. Stone Award is administered by the Research Advisory Committee. (After 1992, this Award was converted to a grant. It is no longer listed as an Award, although past winners - up through 1992 - are listed.) Nominees for the various awards should be sent to the chairman of the Awards Committee. Nominations for NSS Benefactor should be sent to the President.

HONORARY MEMBERSHIP -- One Honorary Membership is given each year by the Board of Governors for outstanding contributions to the field of speleology. The Honorary Member Award is of equal stature to the William J. Stephenson Award for Outstanding Service and together they constitute the Society's highest awards. The Honorary Member Award includes a life membership in the Society. (Act 43-246)

WILLIAM J. STEPHENSON AWARD FOR OUTSTANDING SERVICE -- One William J. Stephenson Outstanding Service Award is given each year by the Board of Governors for outstanding service to speleology and the Society. The Outstanding Service Award is of equal stature to the Honorary Membership and together they constitute the Society's highest awards. The Outstanding Service Award includes a life membership in the Society. (Act 43-246)

CERTIFICATE OF MERIT -- Up to three Certificates of Merit are awarded each year at the Convention for specific accomplishments in cave exploration, study, or conservation. Certificates may be given to individuals, jointly to no more than three individuals, or to organizations. Emphasis will be on recent accomplishment. (Act 43-368)

FELLOW OF THE SOCIETY -- The Fellow Award was instituted in 1967. All recipients of Honorary Memberships and Certificates of Merit prior to 1967 were made Fellows at that time. The title, Fellow of the Society, is an award given by the Board of Governors for service in the field of Speleology, whether in research, exploration, conservation, or administration. Emphasis usually is on continued service over a period of time. The total number of Fellows is limited to 15% of the Society membership. (Act 43-380, Appendix AU, and Bylaw II.E)

RALPH W. STONE RESEARCH GRANT-- The Ralph W. Stone Research Award is given at the Convention to a graduate student preparing a thesis on a speleological subject. The recipient is chosen by a sub-committee of the Research Advisory Committee based on nominations or applications received by the Committee. The Award consists of $1700 from the Ralph W. Stone Research Fund. The recipient is required to give credit to the NSS when the work is published and donate a copy of the publication to the NSS Library. (Act 19-378)

LEW BICKING AWARD -- 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. (Acts 43-374, 43-375 and 18-715)

JAMES G. MITCHELL AWARD -- The James G. Mitchell Award was established in 1969 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 who has applied or been recommended for the Award. The Award

consists of a certificate and a cash award based on the income earned by the James G. Mitchell fund. (Act 43-139)

VICTOR A. SCHMIDT CONSERVATION AWARD -- The Conservation Award is established to annually recognize one NSS member or to a pair of members who qualify equally for the award based on work they have done together which, over time, has demonstrated outstanding dedication to the conservation of caves. (Act 43-116)

PETER M. HAUER SPELEAN HISTORY AWARD -- The Peter M. Hauer Speleon History Award was established in 1979 to be given to an individual or group involved in an outstanding speleon history research project. The Award consists of a certificate and a cash award based on the income earned by the Peter M. Hauer Fund. (Act 43-381 and 43-382)

CERTIFICATE OF APPRECIATION -- Certificates of appreciation are awarded by the President of the Society to people or organizations that have, by specific action, furthered the goals of the Society. The Award consists of a certificate signed by the President. (Act 43-376)

SCIENCE AWARD -- The Science Award was established in 1993 and 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. (Act 43-507)

SPELEAN ARTS AND LETTERS AWARD -- The Speleon Arts and Letters Award was established in 1993 and is given annually to recognize contributions to speleon 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. (Act 43-508)

STEVE HUDSON CAVE RESCUE AWARD -- One 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). (Act 43-913)

NSS BENEFACTOR -- The President, with the approval of the Board, may designate a member, institution, grotto, or other entity as a Benefactor for lifetime, substantial financial contributions. (Act 28-300)

STEPHENSON GROUP -- NSS Members or Internal Organizations who contribute a cumulative of $10,000. to the Society are eligible for Stephenson Group membership. The Fundraising Committee Chairman manages this program. See Act 28-643 for additional details.

OUTSTANDING LANDOWNER -- CAVER RELATIONS AWARD – Specific guidelines and requirements for his award are determined by the Landowner Relations Network awards sub-committee. See Act 43-923 for additional details.

GROUP CONSERVATION AWARD -- This award recognizes the conservation efforts of an NSS Group or Internal Organization. (Act 42-972)

The Ralph W. Stone Research Fund, James G. Mitchell Fund, Lew Bicking Fund, and Peter M. Hauer Fund are memorial funds managed by the National Speleological Foundation. The monetary awards given from these funds are based on donations to the funds.

Top

TABLE 6A --- HONORARY MEMBERS

1941	Vernon O Bailey
1942	Roy J. Holden
1943	Ralph W. Stone
1944	Allyn Coats Swinnerton
1945	Alexander Wetmore
1946	Robert DeJoly
1948	William J. Stephenson
1949	Robert Broom
1950	Mark R. Harrington
1951	Emil W. Haury
1947	Don Bloch
1952	Rene G. Jeannel
1953	Charles E. Mohr
1954	J Harlen Bretz
1955	Henri Breuil
1956	Norbert Casteret
1957	Carl F. Miller
1958	Donald R. Griffin
1959	John S. Petrie
1960	William E. Davis
1961	*
1962	Julia L. Staniland Day
1963	Thomas C. Barr, Jr.
1964	Albert Vandel
1965	William R. Halliday
1966	E. Aubrey Glennie
1967	Russell H. Gurnee
1968	G. Nicholas Sullivan
1969	Walter B. Jones
1970	Donald N. Cournoyer
1971	John A. Stellmack
1972	Jack Herschend
1973	Roger Brucker
1974	Don Sawyer
1975	Derek C. Ford
1976	Marjorie H. Sweeting
1977	Herb & Jan Conn
1978	Rane L. Curl
1979	George W. Moore
1980	John R. Holsinger
1981	Eugenio de Bellard Pietri
1982	Art & Peggy Palmer
1983	Joseph Jennings
1984	Stewart Peck
1985	Merlin Tuttle
1986	Jerry D. Vineyard
1987	Gregory ``Tex" Yokum
1988	Richard A. Watson
1989	Patty Jo Watson
1990	Ronald C. Kerbo
1991	Alexander B. Klimchouk
1992	Donald Davis
1993	Antonio Nunez-Jimenez
1994	Nicholas C. Crawford
1995	David C. Culver
1996	Arrigo A. Cigna
1997	Stein-Erik Lauritzen
1998	William H. Russell
1999	Horton Hobbs III
2000	Ronald Greeley
2001	Paul Williams
2002	Trevor Shaw
2003	James R. Goodbar
2004	Barry F. Beck
2005	Yuan Daoxian
2006	John Gunn
2007	William Elliott
2008	John E. Mylroie
2009	Andrew J. Eavis
2010	Jim Martin
2011	Petar T. Milanovic
2012	Pavel Bosák
2013	Charles A. Lundquist
2014	Andrej Mihevc
2015	Eleonora Trajano
2016	Tim Atkinson
2017	Carol Hill
2018	Oscar Francke
2019	Ralph Ewers
2020	Andrej Kranjc
2021	Steve Worthington

* There is no break in the continuity of the award. The names below are listed in the year they received the award. (For the previous year.)

Top

TABLE 6B --- OUTSTANDING SERVICE AWARD

1973	John Cooper
1974	Charles Larson
1975	William B. White
1976	William F. Cuddington, III
1977	Roy Davis
1978	Eugene Vehslage
1979	William S. Hill
1980	George F. Jackson
1981	Jeanne Gurnee
1982	G. Thomas Rea
1983	David McClurg
1984	Evelyn Bradshaw
1985	William W. Torode
1986	Robert R. Stitt
1987	William Mixon
1988	W. Roswell Jones
1989	Paul J. Stevens
1990	Janet B. Thorne
1991	Doug Rhodes
1992	Sheck Exley
1993	Douglas Medville
1994	Lee Stevens
1995	Albert C. Mueller
1996	John Scheltens
1997	John Wilson
1998	Bill Varnedoe
1999	Warren C. Lewis
2000	Richard Blenz
2001	Dave Jagnow
2002	Robert B. Hoke
2003	Hazel E. Medville
2004	David. E. Bunnell
2005	Joel Stevenson
2006	Steve Hudson
2007	Scott Fee
2008	Keith Wheeland
2009	Carol Tiderman
2010	Cheryl S. Jones
2011	Karen M. Kastning
2012	Roger E. McClure
2013	Peri Frantz
2014	Ted Kayes
2015	Dave Luckins
2016	Dave Irving
2017	Alex E. Sproul, Jr.
2018	George R. Dasher
2019	Dave Belski
2020	Phil Lucas
2021	Mike Hood

Top

Table 6C -- Certificate of Merit

1950 J Harlen Bretz: Contributions to the knowledge of cave origins
William Davies: Description cave geology, especially state-wide cave surveys of West Virginia and Maryland
Betty Yoe: Service as NSS News mailer and NSS membership maintenance
Ruben Garcia: Organizing speleological congress in Monterrey, Mexico

1951 Leroy Foote: Service as NSS treasurer for past 8 years
John Petrie: Service as an NSS officer for 10 years
Betty Yoe: Retiring as financial secretary of the NSS

1952 Eugenio de Bellard Pietri: Helping arrange expedition to Venezuela and studies of the caves there
Chrissy Mansfield: Service as recording secretary for several years

1953 Tex Helm: Photography in Carlsbad Caverns, especially the famous color photograph of the Big Room
Robert Lewis: Service for 5 years as business manager of the NSS News
Western Maryland Railway: Assistance in investigation of the deposits in Cumberland Bone Cave

1954 Robert Hatt: Book *Faunal and Archeological Researches in Yucatan Caves*

1955 Burton Frost: Service as an officer of the NSS
William Hill: Service as editor of the *NSS News*
Jerome Ludlow: Service as editor of NSS Bulletins 11–16
George Moore: Contributions to speleology
Bernard Smeltzer: Contributions to Bulletin 15, *Caves of Pennsylvania*
Ivan Sanderson: Service as on officer of the NSS

1956 Loran Woods, Robert Inger: Studies of North American cave fishes
John W. Twente, Jr.: Dissertation on bats in gypsum caves
Roger Brucker, members of the Flint Ridge Project: Surveys showing cave development in flat-bedded limestone
Albert Skira, George Baittelle, Hans Hinz, Claudio Elmer: Book *Lascaux, or the Birth of Art*

1957 Alfred Bogli: Exploration and mapping of Hölloch Cave
Huntley Ingalls: Photo-documentation of Cass Cave
Dorothy Reville: Editing the *NSS News*

1958 Philip Livingston: Publisher of last ten issues of the NSS Bulletin
Philip Smith: Applying speleological techniques to arctic crevasses
William White, Robert Dunn, Russell Howard, other members of the Pittsburgh Grotto: The *Speleo Digest*
Burton Faust: Extraordinary service to the NSS in many capacities
Antonio Núñez-Jiménez: Exploration and study of Cuban caves

1959 Majorie Sweeting: Geological studies of caves in England and Jamaica
Jean Corbel: Monograph *Les karsts de nord-ouest de l'Europe* and other studies
Orlando Park: Studies of cave beetles of family Pselaphidae

1960 William Halliday: Book *Adventure is Underground*
Tom Harrison: Archaeological work in the caves of Borneo
Joseph Lawrence, Jr.: Organizing the 1954 Crystal Cave Expedition
Brian O'Brien: Describing caves in Australia, founding the Australian Speleological Federation
Clay Perry: Books on the caves of New York and New England

1961 Thomas Barr, Jr.: Studies on evolution and ecology of cave animals
George Deike III: Thesis on cave development in Burnsville Cove
Oscar Hawksley, Frank Dahlgren, Jerry Vineyard: Missouri Speleological Survey: 1962
Samual Davis: Business manager of the NSS News
Aola Richards: Cave biology of Australia and New Zealand

1963 Richard Anderson: NSS Cave Files Committee
Masuzo Ueno: Cave fauna of Japan and surrounding islands
Dwight Deal, Herb Conn, Jan Conn: Survey of Jewel Cave

1964 James Reddell: Texas Speleological Survey
Hubert Trimmel: *Internationale Bibliographie für Speläologie*

1965 Henry Douglas: *Caves of Virginia*s
Arthur Lange, Raymond deSaussure: Cave Research Association, *Cave Notes*

1966 John Guilday: Paleontology at New Paris sinkholes
Allen McCrady: *Speleo Digest* editing
Hermine Zotter: Water tracing in West Virginia

1967 Lewis Bicking: Friars Hole Cave System
Donald Coumoyer: Years of service as NSS officer
Russell Gurnee: Río Camuy Cave Project
Victor Schmidt: Efforts in cave conservation

1968 Ralph Ewers, museum board of directors: Cave exhibits at Cincinnati Museum of Natural History
John Fish, Terry Raines, William Russell: Mexican caves, *Caves of the Inter-American Highway*
Theodore Schad: Financial work for the NSS and National Speleological Foundation

1969 John Cooper, Tom Johnson, the Huntsville Grotto: Shelta Cave Project
John Carman: Legal advice to the NSS

1970 John Holsinger: Dissertation on amphipod genus *Stygonectes*
Robert Mitchell: Dissertation on carabid beetle *Rhadine subterranea*
Arthur Palmer: Dissertation on Indiana karst hydrology
George Deike III: Dissertation on cave development in Mammoth Cave region

1971 George Benjamin: Exploration of underwater caves in the Caribbean
Derek Ford: Contributions to cave geology, leading the Macmaster University karst research team
Victor Schmidt: Contributions of cave conservation

1972 Douglas Medville, Hazel Medville: Book *Caves of Randolph County*
Richard Franz and Dennis Slifer: Book *Caves of Maryland*
Larry E. Matthews: Book *Descriptions of Tennessee Caves*

1973 Charles Brown: Dissertation on karst in the Canadian Rockies
Cave Research Foundation: Flint-Mammoth connection
Pete Lindsley: Guadalupe Cave Survey
William Varnedoe: Founding Huntsville Grotto, leadership in Alabama Cave Survey

1974 Joseph Jennings: Research on karst throughout the world
Watson Monroe: Study of Puerto Rican karst, glossary of karst
Henry Rauch: Dissertation research in the Appalachians, karst research center at West Virginia University
Roger Baroody: Caving in the Virginias, West Virginia Speleological Survey
Betty Mayo: Establishing a functional NSS office in Huntsville

1975 Robert Stitt: Efforts on cave conservation
Tom Poulson: Studies of aquatic cave animals
Stewart Peck: Chairing the Stone Research Grant Committee
Patty Jo Watson: Book *Archeology of the Mammoth Cave Area*

1976 Ray Mansfield, Tony Oldham*: Current Titles in Speleology*
Peter Thompson, Russell Harmon: Pioneering efforts in radioactive dating and climate interpretation
Richard Powell: Dissertation on Indiana karst

1977 Stewart Peck: Outstanding papers in biospeleology
John Stokes: Computerizing the NSS membership list

1978 Neil Montgomery: Book *Single Rope Techniques*
Carol Hill: Book *Cave Minerals*
David Culver: Studies of ecology of acquatic cave animals
Sara Corrie: Good fellowship and enthusiasm in vertical caving

1979 Albert Hawkins: Mammoth Cave National Park master plan
Mark Grady and Mike McEachern: Cave inventory and evaluation in New Melones area

1980 Daniel Smith: Founding the National Cave Rescue Commission
John Meenehan: Preserving the Culverwell drawings

1981 Albert Mueller: Service to the National Speleological Foundation
Bernard Geze: Distinguished foreign contributions to speleology
Ivan Gams: Distinguished foreign contributions to speleology

1982 Organizing Committee of the Eighth International Congress of Speleology: 8th ICS
Roger Brucker, Richard Murray: Book *Trapped!*
Sarah Bishop: Work on designation of Mammoth Cave as a World Heritage Site

1983 Lynn Miller, Jane Miller: Indiana cave protection bill
Fred Grady: Trout Rock caves acquisition

1984 Nicholas Crawford: Karst studies program at Mammoth Cave
Kenrick Day: Conservation of Onyx Cave
Percy Dougherty: Cave Creek Cave Wilderness Study Area

1985 James Hedges: Editing the *NSS Bulletin*

James Johnston: Managing NSS office and Shelta Cave
Jerry Thornton: Memorandum of Understanding with BLM

1986 Frank Howarth: Studies of cave fauna of lava tubes
Fred Stone: Studies of Australian cave fauna

1987 The Bighorn Cave Research Project: Cave exploration and study
Mike Dyas: Writing the "Dyas Digest" in *NSS News*
Michael DiTonto: Karst research in Jamaica

1988 Allen Padgett, Bruce Smith: Book *On Rope*
The Huautla Project: Cave exploration and mapping
John Cook: Legal work

1989 Allen McCrady, Harold Hamilton: Paleontology field laboratory at New Paris sinkholes
John Scheltens, Janet Thorne: Federal Cave Resource Protection Act
Organ Cave System Project: Book *Caves of the Organ Cave Plateau*

1990 Wakulla Springs Project: Exploration of Wakulla Springs and book
Gary Tennen, Randy Tuffs: Exploration and protection of Kartchner Caverns
Peter Bosted, Karen Lindsley: Book *Atlas of the Great Caves of the World*
Philip Lucas: Computerization of Virginia Speleological Survey cave files

1991 Judy Stack, Pennsylvania Cave Law Task Force: Passage of state cave protection act
Proyecto Papalo: Exploration of Sistema Cuicateco (now Cheve)

1992 Colorado Grotto, management of Cave of the Winds: Management of Silent Splendor in Cave of the Winds
Spring Mill Project: Exploration and mapping of caves in an Indiana state park
50-Year History Committee: NSS history book *Caving in America*

1993 Karlin Meyers, Ernie Garza, Proyecto Cerro Rabón: Exploration project in southern Mexico
Dave Belski, Steve Peerman: New Mexico Gypsum Karst Project (GYPKAP)
David Culver, Horton Hobbs III: Popular education in biospeleology
Scott Hollow Project: Study of West Virginia cave

1994 William Balfour: Databases on West Virginia caves
John Sutter: Cavers' e-mail list
Nicholas Crawford, Western Kentucky University Center for Cave and Karst Studies: Summer speleology courses at Mammoth Cave

1995 George Dasher: Books *On Station, The Caves and Karst of the Buckeye Creek Basin*
Trevor Ford: Editing British journal *Cave and Karst Science*
Don Paquette: Leadership in National Cave Rescue Commission
Tom Rea: NSS membership database program

1996 The Lint Pickers Project: Conservation work in Carlsbad Caverns National Park
Keith Dunlap, Indiana Karst Conservancy: Karst protection during Indiana highway project

1997 Joshua Abdulla: Development of NSS web home page
George Veni, Daniel Chess: Organizing AAAS symposium "Interactions of Karst Geology and Ecology"

1998 Southeastern Cave Conservancy: Purchase of Neversink Pit
Ira Sasowsky: Indexes to *NSS Bulletin* and *Speleo Digest*
John Hempel: Preservation of Chestnut Ridge karst area

1999 Great Saltpetre Cave Preserve Committee: Cave management and protection
Rod Horrocks: Coordination of volunteers at Timpanogos Cave National Monument
Roswell Jones, Bruce Bannerman: AV support at NSS Photo Salon and Award Banquet

2000 Christopher Richard: Cave exhibit at Oakland Museum
Front Royal Grotto: Protection of Riverside Karst Area, Virginia
Mid-Atlantic Karst Conservancy: Purchase of Billy Clay Pit, West Virginia

2001 Scott Fee: Series editor of *Speleo Digest*
VPI Grotto: Study for protection of karst resources in Skydusky Hollow, Virginia
Randall Blackwood: Video *Caves, Critters, and Speleology*

2002 Eric Hendrickson, Melissa Hendrickson: Passage of the Maine Cave Protection Law
Jim Nepstad: Cave management program at Wind Cave National Park
Paul Stevens, Lee Stevens: Leadership of the NSS Salon Committee

2003 Peter Bosted: Cartographic innovation at Lilburn Cave
Annette Long, Mark Long: Protection of Manatee Spring Cave
Nashville Grotto: Protection of Spencer Mountain caves

2004 Robert Burnett, Orion Knox: Cave restoration project at Gruta del Palmito, Mexico
Kevin Allred, Carlene Allred, Bob Richards*: Kazumura Cave Atlas*

Guadalupe Area of Cave Research Foundation: Conservation and restoration projects at Carlsbad Caverns National Park

2005 David Culver, William White: Book *Encyclopedia of Caves*
Kelly Deem: NSS fund-raising auctions at conventions
Rocky Parsons: West Virginia Quarry Law

2006 The Virginia Region: Efforts at Grand Caverns, Grottoes, Virginia
Gordon Brace, Germany Valley Karst Survey: Land-owner relations and exploration in Germany Valley, West Virginia

2007 Val Hildreth-Werker and Jim C. Werker: Editors, *Cave Conservation and Restoration.*

2008 Woodville Karst plain Project: Connection of Wakulla Spring Cave to the Leon Sinks Cave System in northern Fl
Marcus Gary and Bill Stone: Research at the deep, water-filled, limestone sinks at Rancho La Azufrosa, Tamaulipas, Mexico
Steve Bogaerts and Robbie Schmittner: Connection of Sistema Sac Actun to Sistema Nohoch Nah Chich in Quintana Roo, Mexico

2009 John J. Corcoran III: The initiation and continued management of the Fort Stanton Cave Study Project.
Rick and Faye Bowersox: Outstanding service with the Junior Speleological Society.
David W. Everton, William J. Baus, and the Richard Blenz Nature Conservancy: The Conservation and Restoration of Buckner Cave, Indiana.

2010 George R. Phillips: Rapid response to a major threat to Sharps Cave and the Elk River karst in WV that spurred development of a promising nationwide rapid response resource to karst environmental threats.
Peter Youngbaer: Work on behalf of the NSS concerning the White Nose Syndrome epidemic in bats.
15th International Congress of Speleology Organizing Committee: Organizing the 2009 International Congress of Speleology.

2011 Dr. Doug Boyer: Professional assistance to others and long-term studies of the effects of land-use and agricultural practices on the quality of water in caves and springs.
Paul Burger: Outstanding work to protect and document park caves at Carlsbad Caverns National Park.

2012 Sewanee Mountain Grotto: Continuous conservation efforts directly impacting Orme Mountain Road area of the Russell Cave National Monument Watershed.
Aida and Robert Mothes: Long-term management of the Friars Hole Cave System (WV).

2013 Jody Bailey: The design and production of a Lava Tube Caves poster displayed at NASA Lunar and Planetary Research Conference in Houston in 2012.

2014 Maureen Handler: Representing the numerous volunteers who renovated the NSS Headquarters and Conference Center.
Edd Sorenson: At the risk of his own life, saved four people in 2012 in three separate cave diving incidents.
Bill Mixon: Put more than 3,000 maps of Mexican Caves on the Association for Mexican Cave Studies web site.

2015 Bexar Grotto: Organized First Texas Hydro-Geo Workshop held in 2014
Philip Lucas, Nathan Farrar: Book *Caves of the Water Sinks Area*
Oregon High Desert Grotto: Lead role in the Sandy Glacier Caves Project

2016 Peter Johnson, Derek Bristol: Bolt climb up Perseverance Dome, Hellhole Cave
Ron DeLano, Donald Davis: Publication of the Lechuguilla Trilogy
Dr. Ronald J. Lipinski: Development of the Fort Stanton Cave simulation program

2017 Birmingham Grotto: Service to the society by renovating two pavilions at the NSS Headquarters and Conference Center in 2013 and 2014
Bruce Rogers: Work leading to the MOU between Western Cave Conservancy and Peninsula Open Space Trust
Earl and Cheryl Suitor: Leading the effort to open and manage Sites Cave and Cave Rat Cave in West Virginia.

2018 Editors Pete Lindsley and Lee Skinner for the publication of *12 Miles from Daylight: Fort Stanton Cave and the Snowy River Discovery.*
Butler Cave Conservation Society for *The Caves of Burnsville Cove, Virginia.*

2018 Michael and Donna Frazier: Purchase of Colorado's significantly historic Cave of the Clouds.

2019 Michael and Donna Frazier: Purchase of Colorado's significantly historic Cave of the Clouds

2020 Patti Cummings: Leadership of the Richard Blenz Nature Conservancy
Ray Garton: West Virginia Speleological Survey treasurer and publication/distribution for almost 50 years

2021 Bob Gulden: Maintaining national and international long and deep cave lists
2020 Virtual NSS Convention Staff: Put on the first Virtual NSS Convention

Top

TABLE 6D--FELLOWS OF THE SOCIETY

Prior to 1967	Richard R. Anderson (2301)
	Thomas C. Barr (892)
	Don Bloch (4)
	Alfred W. Bogli (3918)
	J Harlen Bretz (3218)
	Roger W. Brucker (1999)
	Norbert Casteret (3919)
	Herb Conn (6928)
	Jan Conn (6929)
	Jean Corbel (4709)
	Donald M. Cournoyer (850)
	Frank Dahlgren (2892)
	William E. Davies (345)
	Samuel L. Davis (2027)
	Dwight Deal (3592)
	George H. Deike (2402)
	Robert DeJoly (454)
	Raymond E. DeSaussure (1862)
	Henry H. Douglas (1541)
	J. Robert Dunn (690)
	Claudio Elmer (3585)
	Burton Faust (237)
	LeRoy W. Foote (184)
	E. Aubrey Glennie (404)
	Donald R. Griffin (4708)
	John E. Guilday (911)
	Russell H. Gurnee (1907)
	William R. Halliday (812)
	Emil W. Haury (2080)
	Oscar Hawksley (2576)
	William S. Hill (281)
	Hans Hinz (3586)
	Huntley Ingalls (1896)
	Robert Inger (3581)
	Arthur D. Lange
	Joseph D. Lawrence (1032)
	Robert R. Lewis (183)
	Phillip A. Livingston (2533)
	Jerome M. Ludlow (705)
	Chrissy Mansfield (133)
	Allen D. McCrady (913)
	Carl F. Miller (4473)
	Charles E. Mohr (43)
	George W. Moore (1260)
	Antonio Nunez-Jimenez (724)
	Orlando Park (4711)
	John S. Petrie (30)
	Eugenio de Bellard Petri (1845)
	James R. Reddell (4897)
	Dorothy Reville (1758)
	Aola M. Richards (6331)
	Victor Schmidt (4035)
	Albert Skira (3583)
	Bernard L. Smeltzer (1104)
	Phillip M. Smith (2045)
	Julia L. Staniland (912)
	William J. Stephenson (3)
	Marjorie Sweeting (4710)
	Hubert Trimmel (7771)
	John Twente (3582)
	Masuzo Ueno (6927)
	Albert Vandel (7772)
	Jerry D. Vineyard (2400)
	Alexander Wetmore (362)
	William B. White (2237)
	Loren Woods (3580)
	Betty A. Yoe (300)
	Hermine Zotter (3961)
1967	William F. Cuddington (2177)
	George F. Jackson (151)
	John A. Stellmack (2379)
	G. Nicholas Sullivan (1403)
	William Varnedoe (3160)
1968	William T. Austin (1323)
	S. Ray Beach (2687)
	Frederick Benington (3684)
	Donald F. Black (116)
	William G. Blaha (290)
	Langford G. Brod (5329)
	Lyle G. Conrad (4951)
	John E. Cooper (4803)
	Sarah Corrie (5002)
	Tom Culverwell (772)
	Rane Curl (2247)
	Gordan C. Curry (170)
	Joseph K. Davidson (5199)
	Roy Davis (2316)
	Thomas R. Evans (6516)
	Ralph Ewers (4574)
	John E. Fish (8296)
	Gwendolyn Foster (164)
	Beverly Frederick (5319)
	Gerald W. Frederick (5318)
	Standiford Gorin (478)
	Jeanne Gurnee (1908)
	Allen P. Haarr (4026)

Bob Handley (1002)
James Hedges (3848)
John R. Holsinger (4703)
Walter B. Jones (108)
Henry T. Kirby-Smith (140)
Kenneth M. Laidlaw (5664)
Jose R. Limeres (4118)
Pete Lindsley (5566)
Robert Lipman (949)
Betty V. Loyd (314)
Robert Lutz (235)
Ulysses E. Lutz (1949)
Ida Mallory (1470)
Larry D. Matthews (3166)
Charles W. Maus (8267)
David R. McClurg (4608)
Edward McCrady (320)
John Meenehan (53)
Albert C. Mueller (292)
Bobbi Nagy (5552)
A. Y. Owen (427)
Arthur N. Palmer (4059)
Stewart Peck (4073)
Thorton T. Perry (48)
Louis Pfau (4964)
William T. Plummer (4323)
Thomas L. Poulson (2506)
Richard L. Powell (3217)
Jim Pritchard (3732)
James Quinlan (3021)
Terry W. Raines (6154)
G. Thomas Rea (5683)
Dick Reardon (4604)
Nancy Rogers (829)
William H. Russell (4357)
John Rutherford (1472)
Theodore M. Schad (568)
James Schermerhorn (4202)
John Spence (1207)
Merle Stephenson (1)
Fred D. Stone (6015)
Terry Tarkington (533)
Earl Thierry (498)
John Thrailkill (876)
J. Manson Valentine (79)
Eugene P. Vehslage (3661)
Richard A. Watson (1665)
Florence Whitley (35)
Tex Yokum (4356)

1969

Sam Allen (155)
Richard C. Banning (8083)
Roger Baroody (4871)
Edward Bauer (5707)
William W. Biggers (7366)
Ann Blaha (301)
M. Girard Blouch (1191)
Rondal Bridgeman (6614)
David N. Brison (5255)
Jack C. Burch (2175)
Denver P. Burns (7542)
Lillian Casler (1131)
Dorothy Chamberlin (1188)
Kenneth A. Christiansen (4114)
Norma J. Cooney (1227)
John J. Corcoran (7165)
Charles A. Critchfield (697)
Donald G. Davis (4956)
Nevin C. Davis (5361)
Nevin W. Davis (6227)
Peter W. Delaney (5843)
Harvey R. Duchene (6318)
Porter B Echols, Jr. (1579)
James H. Estes (4618)
Robert H. Flack (516)
Wayne H. Foote (567)
Derek Ford (5945)
Oscar J. Gossett (595)
Emmons Graham (400)
Doris T. Haarr (7091)
Ellis Hedlund (3126)
Alan E. Hill (7166)
Harold B. Hitchcock (765)
George P. Hixson (4340)
Tom Johnson (9545)
James H. Johnston, Jr. (1718)
Robert Jurgens (3736)
Ernst A. Kastning, Jr (8606)
Marguerite M. Klein (1384)
Orion Knox, Jr. (4603)
Carl E. Kunath (6230)
Alvin R. McLane (4292)
Joel T. Meador (5202)
Douglas Medville (7073)
Edward M. Miller (9378)
Jim Papadakis (3630)
Richard H. Rigg (7236)
Ellsworth A. Rolfs (6338)
Richard W. Schreiber (6782)
Lee H. Skinner (4807)
A. Richard Smith (3708)
Louise Storts (2659)
Robert C. Thren (3861)
John Veitch (5474)
Robert D. Webster (4716)
Paul R. Wightman (835)

1970
M. Charlie Brown (9580)
Walter S. Chamberlin (1108)
Royce E. Charlton (1689)
A. Ross Eckler (4107)
Peter M. Hauer (7391)
Alan D. Howard (4395)
Roswell Jones (4822)
Louis A. Klein (4632)
Andy Komensky (8164)
Lewis D. Lamon (2187)
Charles Larson (8734)
Harold Meloy (3916)
Robert W. Mitchell (5109)
Earl J. Petersen (4399)
Douglas W. Rhodes (6746)
Thomas A. Rohrer (4959)
Ivan T. Sanderson (1212)
Howard A. Shugart (1613)
Carrol S. Slemaker (1903)
Gordon Smith (8847)
Alice Steinke (5659)
Jose Storek (5909)
John Streich (2040)
Anthony J. Sutcliffe (6296)
Darrel W. Tomer (2985)
William W. Torode (5013)
Stanley R. Ulfeldt (6532)
Marlin S. Werner (2077)
Robert E. Whittemore (6808)
Thomas E. Wolfe (5376)

1971
Robert R. Armstrong (2579)
George J. Benjamin (2066)
John W. Cole (8633)
Paul Damon (2939)
Rodney Johnson (491)
Lewis C. Kibbe (1438)
Phillip Lucas (4820)
Wilmer McCavit (1804)
Francis E. McKinney (4247)
William Mixon (5728)
Charles R. Pease, Jr. (4847)
Charles O. Porter (5330)
Donald L. Shofstall (5794)
Frank Solari (246)
James W. Storey (5309)
Thomas Tucker (3823)
R. Thomas Watts (190)

1972
Hugh W. Blanchard (4490)
Arthur Davis (3436)
James W. Dawson (8742)
L. Richard Frantz (10598)
Earl H. Geil (4182)
Richard C. Graham (9694)
Jack R. Hershchend (1529)
Francis G. Howarth (6344)
Clarence L. Hronek (8426)
William K. Jones (7934)
Larry E. Matthews (6792)
Hazel Medville (8772)
Patrick J. Moretti (6455)
Dennis Slifer (6960)
John Tichenor (5670)
Patty Jo Watson (3379)

1973
Richard L. Breisch (9352)
John F. Bridge (7514)
Ronald G Fieseler (7669)
Edward A. Herel (8910)
David Howells (9264)
Joseph N. Jennings (16424)
Barbara MacLeod (5230)
David F. Morehouse (7375)
Donna Mroczkowski (11806)
Marion O. Smith (9164)
Ronald Zawislak (9899)

1974
Richard Blenz (5671)
Tom Cravens (11736)
David C. Culver (9581)
William F. Deane (9591)
Burnell Ehman (2950)
Diana Emerson (9775)
John A. French (7846)
James W. Hodson (8804)
Roman Kenk (11178)
Jo Larson (8735)
Betty Mayo (15900)
Watson Monroe (7521)
Barbara Munson (2935)
Leonard Munson (2934)
Donal R. Myrick (8866)
James R. Nieland (7455)
Henry Rauch (8193)
Don Sawyer (16113)
John Scheltens (10886)
Stanley D. Sides (5217)
Louis E. Simpson (11138)
John L. Smyre (11294)
Anne Whittemore (6897)
Edward Yarborough (5322)

1975
Thomas E. Bowman (11073)
Russ Harter (12437)
William B. Muchmore (9599)
Ralph E. Squire (10241)
Robert Stitt (5403)

	Amanda Stokes (12845)
	Phil Winkler (13627)
1976	Reynolds Duncan (11704)
	Michael Dyas (11393)
	Gill Ediger (10010)
	Gerald Forney (6056)
	Angelo I. George (7149)
	Marilyn Gossett (950)
	Bill Gregg (10743)
	Lin Guy (10235)
	Russell Harmon (10991)
	Jay Herbein (4750)
	Ray Mansfield (18088)
	Forest L. Miller (5192)
	Jill Moody (12058)
	John E. Mylroie (12514)
	Nicholas P. Noe (10694)
	Tony Oldham (11477)
	Joseph W. Saunders (12497)
	William Steele (8072)
	Mark Stock (12045)
	John B. Stokes (12844)
	Peter Thompson (15096)
	Elizabeth L. White (10874)
1977	Barry Beck (11737)
	Frank Binney (10816)
	Evelyn Bradshaw (11874)
	Jim Chester (6946)
	Don Davison (12239)
	David DesMarais (10090)
	Bill Elliott (10847)
	Ray Garton (11295)
	Dale Green (3669)
	Eugene Hargrove (9572)
	John C. Hempel (9439)
	Carolyn Herel (10512)
	Jack Hess (8835)
	Steve Knutson (5433)
	Don Martin (3796)
	Don Rimbach (5469)
	Jeff Sims (11969)
	Linda Starr (11384)
	Paul J. Stevens (13049)
	Tom Strong (9110)
	Mike Warshauer (4428)
	John Wilson (13112)
1978	William M. Balfour (10456)
	Gale Beach (6725)
	William P. Bishop (10418)
	John P. Bridges (9826)
	Newell P. Campbell (8430)
	David Cowan (13647)
	William C. Douty (11531)
	Sheck Exley (13146)
	Carol Hill (8449)
	Cato Holler (7087)
	Kyle Isenhart (12327)
	Kirk MacGregor (9801)
	Stephen Maegerlein (8340)
	Ronald L. Martin (12263)
	Janet P. McCormick (8261)
	Gerald Moni (7597)
	Neil R. Montgomery (20871)
	Gordon Mothes (10759)
	Norm Pace (4676)
	Bruce Rogers (6732)
	Mike Sims (10538)
	Bill Stone (12783)
	Robert L. Taylor (7133)
	John Michael Walsh (11077)
	Fred Wefer (10845)
	Mary White (13482)
	Charles Williams (10871)
1979	Bob Addis (9958)
	Charles Clark (14578)
	Leonard Gaska (14977)
	Mark Grady (9067)
	Amos Hawkins (20631)
	David Jones (11971)
	Thomas Lera (14821)
	Bob Liebman (12718)
	Mike McEachern (6675)
	David Mischke (9390)
	Dell Quick (12879)
	Kenneth C. Thomson (12551)
	Merlin Tuttle (13020)
	Bill Walter (2944)
	Phil Whitfield (12901)
	Alan Williams (9700)
1980	Barry Baumgardner (14319)
	Ellen Benedict (14037)
	James D. Borden (14153)
	Robert W. Carroll, Jr. (13433)
	William Clem, III (18356)
	Ernie Coffman (8316)
	Donald E. Coons (12639)
	Percy H. Dougherty (14804)
	R. Scott House (15838)
	Dale Ibberson (8966)
	Cheryl S. Jones (14479)
	Glenn K. Merrill (4569)
	Albert E. Ogden (11233)
	Janet C. Quiesser (11984)

Jay R. Reich, Jr. (5419)
Lynne Sims (10539)
Daniel Smith (4704)
Peter S. Sprouse (l4445)
William F. Tozer (4955)
Joseph E. Walsh (9729)
H. Dwight Weaver (3753)

1981 Thomas J. Aley (16185)
Robert Amundson (10679)
Jay Arnold (6482)
Bob Barlow (9401)
Dave Belski (7875)
Jim Fiack (15603)
Patricia Ann Fink (14880)
Charles Gibbs (10089)
James E. Hall (10997)
Doug Hauser (13801)
Louise Hose (13138)
James Jasek (7248)
A. James Kramer (10486)
Warren C. "Doc" Lewis (8856)
Margie Nelson (14783)
Vance A. Nelson (12853)
Vern Smith (14493)
Jack Speece (8338)
Lee Stevens (16985)
Peter C. Strickland (8298)
Edward J. Zawlocki (12272)

1982 Donald W. Ash (13901)
Carol L. Belski (9249)
Sarah G. Bishop (11331)
Larry O. Blair (13921)
Roy "Chip" Clark (9037)
Tom Cook (15548)
James C. Currens (13110)
Warren G. Dixon (6891)
Joseph M. Domnanovich (13287)
Robert J. Ehr (13791)
Robert E. Gulden (13188)
Elaine J. Hackerman (9048)
Raymond A. Hardcastle (17182)
Gene Harrison (9268)
Frank Ireton (10251)
Gerald L. Kyle (13130)
David McKenzie (6419)
Emily Davis Mobley (12154)
John C. Tinsley (11085)
Ronald C. Wilson (14636)
William F. Zarwell (8476)

1983 E. Calvin Alexander (8088)
Charles S. Bishop (9355)
Nicholas C Crawford (5008)
Kenrick L. Day (14486)
Foxy Ferguson (8660)
William G. Fritz (10702)
Fred Grady (19586)
Blake Harrison (12101)
Jerry Hassemer (3847)
Jack S. Hissong (16422)
Steve Hudson (11444)
George N. Huppert (7717)
Karen Kastning (12164)
Charles A. Lundquist (3251)
R. Mark Maslyn (10075)
Jane E. Miller (20477)
Lynn C. Miller (18355)
Margaret Mueller (504)
Allan A. Quamen (14262)
Trevor Shaw (1129)
Joel M. Sneed (10137)
Gary K. Soule (11198)
Jerry Thornton (9342)
George Veni (17322)
Norman Veve (10691)
Richard L. Wallace (14275)
Eberhard W. Werner (7925)

1984 Linda Baker (18440)
Dave Black (15419)
Eileen Carol (12945)
Alan Carpenter (15240)
Dan Crowl (14422)
Miriam Cuddington (13078)
George Dasher (16643)
Thom Engel (13832)
Lynn Ferguson (6837)
Jay Jorden (14356)
Bill Nelson (4753)
Del Provence (8752)
Carol Jo Rushin-Bell (11372)
Ed Seaman (15319)
Tommy Shifflett (14207)
Jim Whidby (13873)

1985 Bob Anderson (18439)
David E. Bunnell (14760)
Martha M. Clark (14986)
Preston L. Forsythe (14161)
Harold Hamilton (2926)
Michael L. Johnson (12645)
Patricia Kambesis (17304)
Lewis David Lamon (2188)
Janet L. McClurg (9301)
Allen Padgett (10371)
Bob Richards (13720)

Donald R. Russell (9417)
Ron Simmons (16894)
Virginia M. Tipton (13176)
Carol A. Vesely (18730)

1986 Bruce Bannerman (11485)
Catherine Bishop (12100)
Peter Bosted (20805)
William Gary Bush (17697)
Andrew J. Flurkey (12662)
A. Peri Frantz (10124)
Horton H. Hobbs III (12386)
Mary Looney (9805)
Murray Looney (9804)
Robert Keith Ortiz (14459)
Harold M. Parsons, Jr. (10268)
Bruce A. "Bru" Randall (12730)
Frank S. Reid (9086)
Geary M. Schindel (15827)
Paul N. Scobie (18398)
Noel E. Sloan (14282)
Bruce W. Smith (12458)
Gary D. Storrick (12967)
William G. Stringfellow (13128)
William L. Wilson (12231)
George William Zachariasen (13389)
Alberta Zumwalt (12881)
Gary Zumwalt (12796)

1987 Jacqueline Bannerman (13239)
John Baz-Dresch (8737)
Bob Brown (8218)
Michael A. DiTonto (18276)
Ralph P. Earlandson (10048)
Laurence Reed McCarty (14234)
Don A. Paquette (8545)
Richard J. Rhinehart (15822)
David Springhetti (13631)
James Patrick Stephens (8320)
Carol C. Tiderman (10604)
Kathleen Williams (14410)
Richard J. Wolfert (14722)
Bill Yett (3604)

1988 Steve Attaway (16583)
John W. Clark, Jr (3896)
Greg Clemmer (16664)
Deacon Deem (13951)
John Fetvedt (20965)
John Ganter (22870)
Ernie Garza (13484)
Susan Holler (9168)
Tom Kaye (16356)
Chris Kerr (14548)
Ed LaRock (14362)
David Luckins (14010)
Norma Peacock (19961)
Jim Pisarowicz (16872)
Jim Smith (14529)
Paul Smith (14385)
Joel Stevenson (14246)
Terri Treacy (17102)
J. V. VanSwearingen (12729)

1989 Lois M. Bronnert-Walsh (19294)
Don Broussard (9514)
Richard M. Cobb (11128)
Marshall Fausold (3640)
Mike Fischesser (18140)
Charles Fromen (11048)
Dave Jagnow (8177)
Bill Liebman (11970)
Jack Middleton (14418)
Dale Pate (12704)
Ira Sasowsky (19531)
Barbara Schomer (18003)
Carole Sneed (17190)
Tom Spina (21877)
Bill Storage (16901)
David Teal (11982)
John L. Zumrick (18788)

1990 Bill Bussey (21820)
Sandy Cowan (14575)
Mary Ellen Eckhoff (19704)
Bill Frantz (11706)
Andy Grubbs (15667)
Bob Hoke (19274)
Ron Kerbo (11539)
Buddy Lane (12054)
Karen Lindsley (11854)
Logan McNatt (11274)
Jeanne Pridmore (19919)
Michelle Richardson (23319)
Gary Roberson (9364)
Peter Shifflett (21467)
Jim Terry (12083)
Randy Tufts (32305)
Keith Wheeland (2878)

1991 Carlene Allred (16389)
Kevin Allred (16730)
Doug Dotson (16196)
Barbara Ann amEnde (15789)
Scott Fee (19797)
Jeff Harris (18137)
Cindy Heazlit (22980)
Kenneth Huffines (22190)

Paul Johnson (11271)
Dan Legnini (24739)
Gail McCoy (16562)
Ronnie Nixon (23000)
Vickie Nixon (19921)
Bill Oldacre (10998)
Karen Padgett (13184)
Steve Peerman (16158)
Peter Quick (18575)
Ron Ralph (7616)
Jay Rockwell (11308)
Jerry Saberton (16410)
Pam Saberton (21536)
Ed Sira (11904)
Mary Sue Socky (24206)
Alex Sproul (8086)
Judith Stack (18840)
David Taylor (6858)
Paul Unger (13549)
Avis VanSwearingen (21217)
Bill Walden (11573)
Dave West (19056)

1992

Diane Cousineau (9284)
Bruce Davis (14671)
Bill Devereaux (12057)
Ed Devine (16602)
Jack Dorsey (1641)
Kevin Downey (17042)
Keith Dunlap (19255)
John Evans (13390)
Keith Goggin (23572)
Jim Goodbar (9715)
Pat Jablonsky (26924)
Fred Luiszer (24889)
Jim Martin (2886)
Bill Mobley (19155)
Jim Nepstad (29637)
Diana Northup (11561)
Charlie Plantz (4687)
Joe Prosser (24253)
Glenda Rhodes (15134)
Ed Ricketts (17314)
Paul Rubin (14675)
Rod Tennyson (18946)
Eugene Vale (19197)

1993

Lauri Adams
Jonathan Beard (21408)
Ray Cole (12460)
Stephen Collins (24638)
Bob Coney (20939)
Patty Daw (20235)
Dixie Deem (17564)
Rochelle Devereaux (12766)
Bill Eidson (9612)
Larry Fish (20617)
Andrea Futrell (18484)
Mike Futrell (25010)
Mary Ellen Garton (13543)
John Harper (8352)
Kevin Hennings (11120)
Linda Heslop (24982)
Mike Hood (24166)
Tony Hopkins (18487)
Rod Horrocks (25107)
Dave Hubbard (17705)
Roy Jameson (14123)
Ray Keeler (23245)
Jeff Lory (13746)
Kathy Minter (25880)
Bob Montgomery (15643)
Gary Moss (10046)
Phil Moss (15977)
Warren Netherton (13815)
Matt Oliphant (23875)
Sonja Ostrander (23026)
Ernie Payne (4996)
John Pollack (8495)
Jim Rodemaker (6931)
Dick Sanford (6043)
Frank Shires (10945)
Dean Snyder (17870)
Larry Southam (6743)
Harvey Templeton (138)
Sandy Trembly (12334)
Hope Uhl (20985)
Jim Wolff (7572)
Liz Wolff (11701)

1994

Don Anderson (3767)
Ted Andrus (28728)
Mike Artz (19309)
Doug Bradford (17139)
Paul Burger (26452)
Mike Fritzke (16064)
H.V. Grey (23062)
Maureen Handler (23239)
Craig Hindman (20981)
Tom Kane (20053)
Tim Kilby (27387)
Dan McDowell (12621)
Tony McGee (18125)
JohnMcLean (5840)
Rick Olson (13432)
David Sawatzky (30362)
Bill Simpson (23665)
Janet Sowers (18171)

Janet Steele (18924)
John Stembel (25837)
Ed Strausser (14719)
Jack Thomison (11624)
Marion Vittetoe (17051)
Todd Warren (22176)
Urs Widmer (21702)

1995 Carl Anderson (27123)
Rossano Boscarino (26699)
Barry Chute (11078)
Alan Cressler (24392)
James A. Fowler (98)
Kris H. Green (14891)
Walt Hamm (24554)
Miles J. Hecker (18733)
Jim E. Hildebrand (27977)
Lamar Hires (23991)
Bushrod Hopkins (65)
David W. Hughes (14550)
Ted O. Kayes, Jr. (6122)
Stephan Kempe (15168)
Jim Kennedy (26791)
David W. Kresner (28258)
Mark D. Leonard (23292)
Cliff F. Lindsay (11224)
Roger E. McClure (2057)
Tom E. Miller (10183)
Walter Olenick (9782)
Mimi Ortiz (32125)
Bill E. Papke (7629)
Nancy Allyn Pistole (22989)
Bill O. Putnam, III (21117)
Barbara B. Ritts (22370)
Dave R. Socky (16334)
Al W. Stewart (8695)
Bob A. Stucklen (4752)
Van VanSwearingen, Jr. (12038)
Jim M. Washington, Jr. (22333)
Steve Worthington, Jr. (23760)

1996 Bert Ashbrook (25104)
Randall Blackwood (18101)
Dave Collings (20518)
Garrett Czmor (22709)
Joel Despain (23136)
Bill Farr (19179)
Dan Fong (22289)
Morley Hardaker (10343)
John Lyon (8607)
Ed Nicholas (17921)
Lynn Ott (15257)
Mark Perkins (7016)
J. Kevin Smith (29139)

Shirley Sotona (29923)
John Stapleton (16986)
John Taylor (5624)
Bruce Thompson (21680)

1997 Bob Cronk (24197)
Carolyn Cronk (24196)
Mike Frazier (32918)
Joe Ivy (27140)
Vince Kappler (7274)
Al Krause (7617)
Russell Kyler (31484)
Jason Richards (9528)
John Rosenfeld (19791)
Jim Sherrell (20363)
Doug Soroka (17692)
Bill Stewart (4777)
Jim Werker (31653)
Val Hildreth-Werker (28963)
Skip Withrow (32580)

1998 Aaron Addison (30495)
Nancy Holler Aulenbach (18052)
James Baichtal (33277)
Dan Barnick (31049)
Richard Blackburn, Jr. (22940)
Steve Boehm (17323)
John Bozman (15175)
Susan Bozman (15176)
Joel Buckner (17337)
Joe Caldwell (26859)
Smoky Caldwell (15403)
Jim Evatt (7602)
Lynn Fielding (32926)
Dave Gazaway (13401)
Don Hunter (12166)
Dave Klinger (10583)
Jim Lakner (18775)
Steve Lewis (30022)
Lois Lyles (39232)
Kathy Mackay (21427)
David Mahon (36336)
Tray Murphy (29211)
David Parr (19603)
Randy Parson (15077)
Victor Polyak (26681)
Andy Porter (26258)
Larry Reece (8851)
Jerry Reeves (13470)
Marianne Russo (24279)
Jo Schaper (27624)
Bob Sergesketter (17602)
Wm Shrewsbury (22677)
Patty Springer (24234)

Doug Stecko (18764)
Jerry Wallace (29343)
Kathy Welling (15856)
Mark Wolinsky (11438)
Jim Youmans (7004)

1999
Paul Aughey 32120
Brent Aulenbach 34197
Ann Bosted 30176
Bruce Bowman 35356
Bill Broeckel 31702
Bill Carr 16821
Robert Currie 20615
Lysa DeThomas 25500
Mike Ficco 30728
Colin Gatland 35440
John Hoffelt 20058
Bill Howard 32162
Sandy Knapp 28321
Mike Lace 27245
Jody Landrum 29320
Marcel LaPerriere 36057
Joe Levinson 34089
John Lyles 19871
Duke McMullan 13429
Gregg Oelker 27031
Kathy Peerman 19676
Jerry Redder 14016
Rob Robbins 39109
Scott Schmitz 26662
Ben Schwartz 32206
Cori Schwartz 30513
Pat Seiser 28650
Rick Walk 28189
Ken Walsh 27597
Mike Warton 12611
Jim Wilbanks 8967
John Woods 10503
Jill Yager 19089
Andy Zellner 35937
Carol Zokaites 15566

2000
Chuck Acklin 27465
Mike Backe 18670
Hazel Barton 38664
Bill Bentley 21977
Doug Boyer 33682
Bob Buecher 11265
Lowell Burkhead 13068
Keith Christenson 33154
Don Conover 20386
Mike Cullinan 5204
Joe Dabbs 19454
Mac Deets 10293
Glenn Driskill 19682
Andrew Foord 22710
Barclay Foord 25618
Jeff Forbes 17158
Sam Frushour 6184
Jim Hathorn 21829
John Hickman 28619
Beth Howard 23947
Bill Hulstruck 2018
Paul Jorgenson 39382
Dan Lins 28779
Jerry Litaker 21808
Chuck Mangelsdorf 17896
Jim McConkey 27574
Dan McConnell 37357
Kim Metzgar 32145
Tom Metzgar 24673
Steve Mosberg 20444
Henry Nicholson 21028
Marc Ohms 31288
Linda Palit 24695
Peg Palmer 23685
Norm Rogers 29547
Larry Spangler 16822
Paul Steward 35687
Bernie Szukalski 17780
Carol Wicks 24977

2001
Stan Allison 27656
Barbe Baker 33397
John Benton 10689
Sam Bono 24760
Jeff Bray 31706
John LaMar Cole 35457
Al Collier 14546
Joe Douglas 20059
Gary Fielden 27795
Stephen Fleming 13727
Dick Garnick 26101
Bill Greenwald 9146
Roger Haley 29236
Andy Harris 25342
Dave Haun 24672
Jill Heinerth 42907
Paul Heinerth 21481
Al Hughes 23724
Werner Jud 15377
Jean Krejca 33083
Dave Lester 33900
Bill Meyer 2354
Barbara Moss 13678
Tom Moss 22017
Andy Niekamp 29094
Randy Paylor 24524

Tom Pollock 19540
Marrilee Proffitt 19760
Julie Schenck 30493
Cyndie Walch 24176
Tim White 26949
Jim Wilson 27405

2002
Dale Acklin 3099
Bill Boehle 20043
Gordon Brace 27062
Terry Clark 36369
Mike Dore 19984
Pat Dore 27548
Tom Dotter 35747
George Jaegers 12978
Larry King 31508
Devin Kouts 19524
Kriste Lindberg 36097
Harold Love 30386
Paul Meyer 34328
Richard Newton 20569
Jim Olsen 46856
Steve Ormeroid 19017
Doug Perkins 11183
Brian Roebuck 34626
Lynn Roebuck 34627
Joe Skipworth 21125

2003
Bob Alderson 14667
Mark Bowers 28911
Fay Bowersox 33828
Rick Bowersox 19885
Bambi Dunlap 31728
Annette Engel 31319
Joey Fagan 10666
Brian Galbraith 38821
Kevin Harris 16868
Erick Hendrickson 43633
Bob Jefferys 16516
Peter Jones 11412
Jo Ellen Kimmel 23605
Rick Lambert 12496
Brian Leavell 21862
Roger Mortimer 26529
Bill Overton 40961
Bob Pape 13765
Megan Porter 38171
Andy Reeder 27559
Pat Shaw 15815
Mark Skove 35896
Jerry Trout 4279
Mike Warner 27876
Jim West 35652
Clarence Williams 16992

2004
Martha Bryant 39864
Steve Downey 45073
Yvonne Droms 26584
Ian Drummond 24813
Steve Gentry 26136
Joe Giddens 15038
Meredith Hall Johnson 21477
Scott Linn 23427
Kurt Menking 22200
Joe Oliphant 24917
Tina Oliphant 25659
Mike Poucher 29018
Larry Simpson 12520
Wes Skiles 20850
Peg Sorensen 26779
Greg Springer 29328
Steve Stokowski 14425
Richard Vernier 16960
Forrest Wilson 16631

2005
Jerry Atkinson 22368
Jody Baily 32941
Slim Baxter 16080
Wade Berdeaux 25248
William Birdsall 28156
Jeff Bozanic 22532
Thomas Brucker 24892
Bob Burnett 10033
Russ Carter 22278
James Coke, IV 26442
Jean DeVries 36251
Ellie Florance 46221
Kim Gentry 34144
Aubery Golden 10772
Timothy Heaton 15753
Chuck Henson 26144
Barry Horner 41013
Brian Houha 14799
Thomas Illife 16703
Howard Kalnitz 20678
Damon Keys 41522
Berta Kirchman 21881
Tom Malabad 42278
Marian McConnell 37358
Heather McDonald 40920
Aubrey Eugene Melton, III 17871
Walter Meurer 19789
Esty Pape 13560
Scott Parvin 29279
Brian Pease 7476
Garry Petrie 27684
Paula Provencio 38769
Tony Schmitt 36269
Mark Scott 39032

Daniel Snyder 27181
William Stitzel 27643
Doug Strait 9707
Steven Taylor 29460
Dennis Willis 35193
Joe Zokaites 20061

2006
Gordon Birkhimer 42778
Kristine Deveny 32821
Dr. Malcolm Field 26915
Dave Gerboth 23551
William Hunt 37109
Lawrence Ireland 43399
Jon Jasper 33710
Cheryl Kayes 11104
David Larson 13906
Eleanor Burns Larson 14907
Doug McCarty 46205
Harry Moore 7638
Allen Mosler 12940
William Orndorff 28413
William Rennaker 29030
Lynn Richardson 38259
Robert Schroeder 10819
Beverley Shade 39894
Bob Vandeventer 28054
Ron Zuber 14283

2007
Pauline Apling 37323
Myrna Attaway 16921
Jerry Brandenburg 38132
Robert Coomer 47765
Mike Crockett 33730
David Everton 25891
Jaime Fee 33978
Lee Florea 37909
John Fox 17432
Rich Geisler 33708
Wayne Harrison 18689
Melissa Hendrickson 43634
Kelsea Rae Johnson 29123
German Yanez Mendosa 48603
Randy Michael 29346
Peter Michaud 41191
Pati Miller 48264
Ronny Miller 48265
Anmar Mirza 45765
Gerald Murphy 33786
Bob Osburn 14017
John Pearson 25731
Jennifer Pinkley 22545
Joe Sikorski 43675
Steve Smith 13758
Michael Ray Taylor 21969
Janet Tinkham 24525
Roy Vanhoozer 47845
Kyle Voyles 36537

2008
Dwayne Agin 22609
Jennifer Babione 41464
Carroll Bassett 34462
Eileen Belan 42319
Bob Bennett 21847
Amy Bern 42786
Carlton Bern 40782
Matt Bowers 25963
Robert Brooks 52889
Cynthia Butler 47572
David Caudle 13995
Patricia Cummings 41805
Kelly Jessop 40001
Tom Kline 23455
Julian Lewis 13576
Michael McCormack 44147
Michael McEachern 6675
Donald McFarlane 23523
Eric McMaster 40642
Rene Ohms 45868
Steve Pitts 31111
J. Michael Queen 13805
Bart Rowlett 32558
William Royster 7307
Carolina Shrewsbury 46182
Kevin Stafford 41852
Thomas Turner 50740

2009
Tom Bemis 16148
Norman Berg 18567
Aimee Beveridge 44387
Bob Biddix 29501
Aaron Bird 27029
Lacie Braley 44099
Allan Cobb 24017
Jeff Dilcher 25914
Michael Doughty 19022
Donald Dunham 28127
Judy Fisher 30502
Butch Fralia 27041
Dave Howell 12926
Julie Jenkins 29911
Blake Jordan 43030
Edward Kehs, Sr. 31185
Russell Kennedy 16950
Vivian Loftin 34681
Judy Ormeroid 21146
Cami Pulham 48100
Cady Soukup 14047
Montana Autumn Spencer 41155

Jim Womble 39547

2010
Hans Bodenhamer 16668
Jerry Brown 51562
Bob Cowell 33571
James T. Cox 36389
Robert Frostick 21378
Ken Hill 44262
Jed Mosenfelder 30463
Ken Oeser 34445
Johnny Parsons 19329
Buzz Rudderow 19271
Robert Simmons 21698
Peter Youngbaer 16161
Robert C. Yuellig 43991

2011
Roger Bartholomew 9349
Rich Bohman 50283
Mike Chu 50359
Michael Cicherski 36668
Mike Dale 49205
Chuck Frostick 25305
Christa Hay 45791
Stephen R. Higham 29712
Carey Hunter 35653
Jerald Johnson 24280
John Lovaas 39799
Dr. Stuart W. Marlatt 19583
Karla Mayne 37999
Pat Minnick 20099
Dick Mitchell 8200
Beth Murphy 33787
Bill Murray 25539
Dr. Jason Polk 55322
Jason Richards 41539
Dawn Ryan 50407
Benjamin Von Cramon 33464

2012
Jason Ballensky 50409
Steve Beckley 28506
Terri Brown 39723
Jon Cradit 18781
Richard Downey 40910
Anne Elmore 49705
Francois Errandonea 40157
J. C. Fisher 30501
Kim Fleischmann 26414
Bill Folsom 36313
Doug Kent 30111
Brandon Kowallis 50661
Joan R. Mylroie 12515
Tammy Otten 47369
Walt Pirie 19778
Steve Reames 25533
Alice Rolfes-Curl 16673
Josh Rubenstein 29896
Nick Schaer 37648
Steve Smith 28100
Rick Speaect 54849
Kenneth Storey 23320
Dan Sullivan 40262

2013
Bonny Armstrong 43003
John Andrew Armstrong 45993
J William Baus 23995
Allison Chamblis 33810
Gordon Cole 14627
Scott Engel 32520
Larry Fisher 21080
Jennifer Foote 45211
Margot Geisler 29761
Mary Gratsch 14755
Allen Maddox 55464
Marvin Miller 39574
Michael Slay 48097
Bill Stephens 15441
Dave Strickland 24643
Susie Strickland 25882
Michael Sutton 17237
Amber Yuellig 43992

2014
John Ackerman 28955
Debbie Buecher 13590
Stuart Daw 14944
Dave Decker 31115
Roy Gold 7440
Jeanne Hunter 26148
Charles Kahn 30448
Johanna Kovarik 52912
Mike Manke 46894
Jeff Martin 41665
Nina Martin 41664
Mark Minton 58116
Cheryl Pratt 48325
Buford Pruitt 17920
Gretchen Schock 36728
Kelly Smallwood 58745
Kerry Speelman 47049
Scott Wahiquist 46484

2015
Ron Adams 41114
Frank Bogle 19788
Ellie Falgout 60439
Nathaniel Farrar 59222
Doug Feller 21746
Geoff Hoese 38832
Valerie Howell 18128

Jim Huckins 7201

Mark Lassiter 17031
Kathleen Lavoie 17033
Molly Lucier 36837
Tanya McLaughlin 33235
Richard Raber 6695
Christina Richards 58089
Ed Saugstad 18203
Ray Sira 22440

2016
Craig Ashbrook 14004
Ken Bailey 61041
Gretchen Baker 50323
Stevan Biggers 21803
Phyllis Boneau 43409
Andrea Croskrey 54174
Shane Fryer 45869
Rodolfo Gonzalez-Luna 45869
David Hoffman 5761
Carol Jackson 20127
William Klimack 20786
Lynn Klina 34183
Kevin Lorms 30120
Bryan McAllister 47333
Jeff Patton 25949
Ben Tobin 49350
Allen Weberg 30904
Janet Williams 26005
Paul Winter 62053

2017
Mike Bilbo 14994
Lesley Colton 39961
Susan R. Hagan 14211
Ron Lipinski 23791
Dwight Livingston 27411
Brad Long 34185
Matt Neimiller 53235
Chris Nicola 37847
Doug Warner 41724

2018
Thor H. Bahrman III 45063
Gary Barns 10332
Doug Billings 29816
Ian Chechet 63504
Carl Cornett 56641
Clinton Elmore 49706
John Thomas Griffin 24333
William Good 55738
Ken Harrington 9231
Bill Heim 50877
Ben Hutchins 52979
Dave Jackson 60740
William James 2735

Dan Lamping 51456
Chad McCain 60641
Rodney Eugene Mulder 36596
David Ochel 56369
Graham Schindel 31000
Gaylene Speaect 64245
Tom Whitehurst 12919

2019
Dan Austin 46880
Scott Christenson 13291
Katherine Crispin 51841
Bob Dobbs 34869
Kristine Ebrey 58439
Stephen Gladieux 57013
Curt Harler 22735
Chris Howes 29575
William N. Jackson 20163
Jeff Jahn 53099
Ronald C. Johnson 15623
Jay Manneschmidt 61651
Robert David Milhollir 29962
Peter R. Penczer 35868
Maria Alejandra Perez 53594
Philip Schuchardt 55634
Norm Thompson 26017
Will Urbanski 59221

2020
David C. Ashley 34125
Andrew Belski 12646
Derek Bristol 34941
Anthony Canike 44230
Richard E. Cobb 20001
Beth Cortright 61421
Jay Cox 11941
Richard C. Finch 5560
Nikki Fox 57004
Jeri Kizer Frederick 16142
Chris Hill 11482
James Hunter 54666
Jason Lachniet 52410
Erin Lynch 48123
Michael C. Mansur 50692
Terry S. Mitchell 50692
Michael Nardacci 6620
Philip Rykwalder 41496
Nicholas Stephen Socky 34313
Tricia Spiliotis 21474
Ann Scott 42235
Ed Swepston 14208
Diana Tomchick
Peter Wells 29804

2021
Carl Amundson 50213
Josh Brewer 56030

Judith Calford 51878
Betty Farfan 54867
Art Fortini 26189
William Gee 49528
Vico Jones 30883
Brian Masney 51142
Terry McClanathan 12103
Amanda Mortimer 31003
Marty Reames 53414
Dave Stratford 33204
Val Stratford 33205
Janice Tucker 31863
Daniel Veelik 54866
Adam Weaver 62352
Ellen Whittle 67153

Top

Table 6E --- RALPH W. STONE RESEARCH AWARD

1961 Dwight E. Deal: *Geology and Mineralogy of Jewel Cave*
1962 John J. Fisher: *Caves North and South of the Glacial Limit*
1963 Charles O. Porter: *Geophysical Methods for Locating Caves*
1964 Reuben M. Frank: *Sediments in Edwards Plateau Caves*
1965 Gregg Marland: *Manganese and Iron Minerals in Caves*
1966 Max W. Reams: *Clastic Sediments of Caves in the Ozarks*
1967 John E. Cooper: *Ecology of Shelta Cave, Alabama*
1968 David P. Bieter: *Solution Geochemistry in Cave Hollow, Kentucky*
1969 Stewart B. Peck: *Evolution of the Cave Beetle Ptomaphagus*
1970 Thomas E. Wolf: *Clastic Sediments in West Virginia Caves*
1971 Merlin D. Tuttle: *Ecology of the Grey Bat Myotis Griscescens*
1972 William R. Elliott: *Zoogeography of Northern Mexico Cave Fauna*
1973 Russel S. Harmon: *Isotopic Dating of Calcite Cave Deposits*
1974 Ronald C. Wilson: *Biogeography of Hart County, Kentucky Caves*
1975 Albert E. Ogden: *Hydrology of Greenbrier Limestone Karst*
1976 Barbara J. Martin: *Bat Guano Anthropod Communities*
1977 Ernst H. Kastning, Jr.: *Geomorphology and Hydrology of the Edwards Plateau Karst, Central Texas*
1978 Gail McCoy: *Analysis of the Structural Controls of Speleogenesis of Lilburn Cave, California*
1979 Kathleen H. Lavoie: *The Microbial Ecology of Caves*
1980 J. W. Troester: *Geochemistry and Hydrology of the Northern Karst Belt of Puerto Rico: a Humid Tropical Karst*
1981 Julian J. Lewis: *Ecological Studies of the Subterranean Isopods of the Mammoth Cave Region*
1982 John D. Pickle: *The Sediments and Dynamics of Sedimentation of Turnhole Springs Basin of the Mammoth Cave Region, Ky*
1983 George Veni: *The Interrelationship of Caves, Urban Development, and Water Quality and Quantity in the Edwards Aquifer Recharge Zone, Bexar County, Texas*
1984 William W. Wilson: *Lithologic and Base-Level Controls on Cavern Levels in the Garrison Chapel Area, Indiana*
1985 Marsha A. Davis: *Hydrologic Study of Wind Cave National Park and Jewel Cave National Monument*
1986 Jill Yager: *An Ecological Study of Remipedia, a Class of Troglobitic Crustacean from the Bahamas and the Turks and Caicos*
1987 Diana Northup: *Community Structure of the Arthropods of Carlsbad Caverns Emphasizing Rhaphidophoridae of the genus Ceuthophilis*
1988 Ira D. Sasowsky: *Karst Hydrology of the Obey River Gorge, Tennessee: Development of a Genetic Model for Plateau-Margin Karst*
1989 Joaquin Arroyo-Cabrales: *Taphonomy and Paleoecology of San Josecito Cave, Nuevo Leon, Mexico*
1990 Christopher G. Groves: *Early Development of Karst Systems*
1991 Philip Reeder: *Groundwater Contaminant Pathways in the Dolostone Karst of Southwestern Wisconsin*
1992 Marshal C. Hedin: *Life History, Evolution, and Phylogenetic Divergence in Cave Spiders of the Genus Nesticus*

NOTE: In 1992 this grant was dropped from the list of Awards presented each year at the annual Convention. The grant itself is still awarded and administered by the Research Advisory Committee.

Top

TABLE 6F --- LEW BICKING AWARD

1969	Richard Schreiber
1970	Douglas Rhodes
1971	Douglas & Hazel Medville
1972	Bill Torode
1973	Louis E. Simpson
1974	Joseph W. Saunders
1975	Herb & Jan Conn
1976	Marion O. Smith
1977	William Steele
1978	John Smyre
1979	Peter Sprouse
1980	William C. Stone
1981	Sheck Exley
1982	Bill Walter
1983	Michael Warshauer
1984	Don Coons
1985	Tom Miller
1986	Donald G. Davis
1987	Norman R. Pace
1988	Jim Smith
1989	Steve Knutson
1990	James A. Pisarowicz
1991	Mike Dyas
1992	Nevin W. Davis
1993	Patricia Kambesis
1994	Bob Handley
1995	Peter Quick
1996	Tommy Shifflett
1997	Kevin Allred
1998	Ron Simmons
1999	Peter Bosted
2000	Gerald Moni
2001	Phil Lucas
2002	David L. Black
2003	Jim Chester
2004	Jim Coke
2005	Tom Brucker
2006	Mike & Andrea Futrell
2007	Mike Wiles
2008	Jim Borden
2009	Mark Minton
2010	Charles and Catherine Bishop
2011	Dale J. Green
2012	Bill Balfour
2013	Bill Walden
2014	Dave Everton
2015	Erin Lynch
2016	Scott House and Mick Sutton
2017	Jason Ballensky
2018	John Lyles
2019	Stan Alison
2020	Rene Ohms
2021	Carol Vesely

Top

TABLE 6G --- JAMES G. MITCHELL AWARD

1970	Peter Hauer
1971	David R. DesMarais
1972	not given
1973	J. Michael Queen, Jr.
1974	Albert E. Ogden
1975	not given
1976	not given
1977	not given
1978	not given
1979	Kevin Downey
1980	Michael Barden
1981	not given
1982	Michael Barnes
1983	not given
1984	Stephen Attaway
1985	Mark Turner
1986	John N. Ganter
1987	not given
1988	Jane Mulkewich
1989	Nancy Holler
1990	Kass (Ernst) Kastning
1991	not given
1992	Nancy Holler
1993	Jean K. Krejca
1994	Kevin Simon
1995	Kevin Simon
1996	Annette Summers Engel
1997	Eric Anderson
	Philip Rykwalder
1998	Megan Porter
1999	Bryan Crowell
2000	not given
2001	Molly Jean White
2002	T. J. Friend
2003	Katie Schneider
2004	not given
2005	Lindsay N. Walker
2006	Robin Reger
2007	Ben Hutchins
2008	Matthew Garcia
	Monica Moya
2009	Aaron Curtis
2010	not given
2011	Audrey Paterson
2012	Kaitlyn J. Hughes
2013	not given
2014	Benjamin D. Fridel
2015	Vincent Leray
2016	Aaryn Whitney
2017	Patrick Lewis
2018	Seth Parker
2019	Madeline T. Cloud
2020	Lilanna Wolf
2021	Kaylie Wheeless

Top

TABLE 6H --- CONSERVATION AWARD

1973	Southern California Grotto
1974	Virginia Region
1975	Southern California Grotto
1976	Escabrosa Grotto
1977	Thomas M. Lera & Oregon Grotto
1978	Larry E Matthews & Richmond Area Speleological Society
1979	not given
1980	Florida State Cave Club
1981	Richmond Area Speleological Society
1982	Richmond Area Speleological Society
1983	Richmond Area Speleological Society
1984	Tidewater Grotto
1985	Central New Jersey Grotto
1986	Pennsylvania Cave Conservancy
1987	Central Ohio Grotto
1988	Richmond Area Speleological Society
1989	Wittenburg University Speleological Society
1990	San Francisco Bay Chapter
1991	Cleveland Grotto
1992	Central Indiana Grotto
1993	The Southwestern Region

The Board of Governors changed the criteria for this award to recognize one member who has demonstrated outstanding dedication to cave conservation.

1994	Robert R. Stitt
1995	David Jagnow
1996	George Huppert
1997	Bill Howard
1998	John LaMar Cole
1999	Jim Hathorn
2000	Carol Zokaites
2001	Jim Nieland
2002	Kriste Lindberg
2003	Larry King
2004	Charlie Maus

The Conservation Award was renamed the Victor A. Schmidt Conservation Award in 2005.

2005	Robert Burnett
2006	John George Vargo, Jr.
2007	John Pearson
2008	Orion Knox, Jr.
2009	Val Hildreth-Werker
2010	Jon D. Jasper
2011	Keith Dunlap
2012	Jim C. Werker
2013	Hans Bodenhamer
2014	Jon Beard
2015	Harold (Rocky) Parsons
2016	Doug Soroka

2017	Bill Torode
2018	not awarded
2019	Robert P. Addis
2020	Maureen Handler
2021	Jennifer Foote

Top

TABLE 6I --- PETER M. HAUER SPELEAN HISTORY AWARD

1979	Kevin Downey
1980	Jack Speece
1981	Anne Whittemore
1982	Joel Snead
1983	Larry O. Blair
1984	Marion O. Smith
1985	Trevor R. Shaw
1986	Gary K. Soule
1987	Angelo I. George
1988	William R. Halliday
1989	Russell H. Gurnee
1990	Larry E. Matthews
1991	Cato Holler
1992	Dean H. Snyder
1993	Chris Howes
1994	Stephen Craven
1995	Fred Grady
1996	Paul Damon
1997	Tom Metzgar
	Kim Metzgar
1998	Joseph C. Douglas
1999	Charles J. DeCroix
2000	Dale R. Ibberson
2001	Robert H. Thompson
2002	John C. Taylor
2003	Dan Snyder
2004	Roger Brucker
2005	Greg Brick
2006	Tom Lera
2007	Robert Hoke
2008	Jim Whidby
2009	Carl E. Kunath
2010	not given
2011	Richard J. Rhinehart
2012	Gordon Smith
2013	Stanley D. Sides
2014	John Benton
2015	H. Dwight Weaver
2016	David Hughes
2017	Chris Nicola
2018	Donald G. Davis
2019	Ernst H. Kastning
2020	Gary O'Dell
2021	Bert Ashbrook

Top

TABLE 6J --- SPELEAN ARTS AND LETTERS AWARD

1994	William R. Halliday
1995	Linda Heslop
1996	Karen Kastning
1997	Glenda Dawson
1998	Chris Howes
1999	Bill Mixon
2000	Jerry Wallace
2001	G. Thomas Rea
2002	Colin Gatland
2003	George Dasher
2004	Roger McClure
2005	Bruce Bannerman
2006	Urs Widmer
2007	Carolina Shrewsbury
2008	Marian McConnell
2009	Roger Brucker
2010	Larry E. Matthews
2011	Ann and Peter Bosted
2012	John Woods
2013	Kenneth Storey
2014	Dave Hughes
2015	Bill Steele
2016	Keith Goggin
2017	Dave Socky
2018	Michael Ray Taylor
2019	Paul Damon
2020	Albert Ogden
2021	Derek Bristol

Top

TABLE 6K --- SCIENCE AWARD

1994	William B. White
1995	John Holsinger
1996	Art Palmer
1997	Derek Ford
1998	Tom Poulson
1999	Patty Jo Watson
2000	John Mylroie
2001	James Reddell
2002	Carol Hill
2003	Paolo Forti
2004	E. Calvin Alexander
2005	Francis G. Howarth
2006	Ira D. Sasowsky
2007	Kathy Lavoie
2008	Julian Lewis
2009	Horton H. Hobbs, III
2010	Penelope J. Boston
2011	John McLean
2012	Albert E. Ogden
2013	Diana E. Northup
2014	Annette Summers-Engel
2015	Victor Polyak
2016	Fred Grady
2017	Carol M. Wicks
2018	William R. Jeffery
2019	John Tinsley III
2020	Hazel Barton
2021	Brian Pease

Top

TABLE 6L --- STEVE HUDSON CAVE RESCUE AWARD

2016	Diane Cousineau
2017	Harold and Nancy Chrimes
2018	Don Paquette
2019	Rod Dennison
2020	Ken Laidlaw
2021	John Punches

TABLE 6M --- NSS BENEFACTORS

Top

2018 Gail L. Beach (6725)
S. Ray Beach, Jr. (2687)
Richard Blenz (5671)
A. Peri Frantz (10124)
William S. Frantz (11706)
Jeanne Gurnee (1908)
Russell Gurnee (1907)
William Halliday (812)
Roswell W. Jones (4822)
Edward M. Miller (9378)
David F. Morehouse (7375)
National Speleological Foundation
William E. Papke (7629)
Richmond Area Speleological Society
Ronald W. Simmons (16894)
Roger Sperka (8463)

2019 Kenneth Laidlaw (5664)

2021 Preston Forsythe (14161)
Shari Forsythe (24794)
David Hoffman (5761)
Carol Jo Rushin-Elron (11372)
Robert Elron (16675)

TABLE 6N --- Stephenson Group

Top

Prior to 2001	Richard Blenz (5671)
	Robert E. Danielson (26333)
	Jeanne Gurnee (1908)
	William Halliday (812)
	David W. Hughes (47746)
	Cheryl Kayes (11104)
	Ted Kayes (6122)
	Lynn G. Kleina (34183)
	John E. Pearson (25731)
	Doug Soroka (17692)
	Merle Stephenson (1)
	Paul J. Stevens (13049)
	Eugene Vehslage (3661)
	Dogwood City Grotto
	Richmond Area Speleological Society
2002	Don Cournoyer (850)
	Preston L. Forsythe (14161)
	Shari J. Forsythe (24794)
	Russ Gurnee (1907)
	Jack Stellmack (2379)
2004	Scott Fee (19797)
	Michael R. Kistler (17050)
	Thomas M. Lera (14821)
2005	Bert Ashbrook (25104)
	Fred V. H. Grady (19586)
	Roger Sperka (8463)
2006	Peri Frantz (10124)
	William S. Frantz (11706)
2007	Roswell W. Jones (4822)
	G. Thomas Rea (5683)
	Ronald W. Simmons (16894)
2008	Gail L. Beach (6725)
	Elaine J. Hackerman (9048)
	Doug Robertson (29253)
2009	Emily Davis (12154)
	Mike Warner (27876)
2010	S. Ray Beach, Jr. (2687)
	Gordon L. Birkhimer (42778)
	David A. Jones (11971)
	Grace K. Jones
2012	Martha Cournoyer (4286)
	Albert Ross Eckler (4017)
	Larry Fleming (17092)
	Dean H. Snyder (17870)
2013	Robert J. Matusik (9931)
2014	Wilbert R. Danner (1647)
	Roger E. McClure (2057)
	Gordon L. Smith (8847)
	Judy Ann Smith (28353)
	Gary K. Soule (11198)
	National Speleological Foundation
2016	Jere Bruner Bush (48772)
	Louise D. Hose (13138)
	William Hulstruck (2018)
	Edward M. Miller (9378)
	David F. Morehouse (7375)
	William E. Papke (7629)
	Scott A. Parvin (29279)
	Jesse H. Scott, III (58469)
	Janet Thorne (8261)
	Sewanee Mountain Grotto
2017	Katherine Crispin (51841)
	William N. Jackson (20163)
	Bob Martin
	Don A. Paquette (8545)
2018	Gary Barnes (10332)
	Beatriz Fanfan (54867)
	Art Palmer (4059)
	Peg Palmer (23685)
	Viloya L. Schweiker (15362)
	Alex Sproul (8086)
	Daniel Veelik (54866)
	Birmingham Grotto
	Mother Lode Grotto
2019	Doug Medville (7073)
	Hazel Medville (8772)
2020	William Mixon (5728)

2021 Carol Jo Rushin-Elron (11372)
Robert Elron (16675)

Top

SECTION 7 --- TEXT OF REPEALED AND OBSOLETE ACTS

The acts in this section have been repealed or deleted by the Board of Governors. They are included in the manual for reference only. Obsolete acts are listed in chronological order by the date they were repealed. Acts specifically marked deleted were removed from the manual because they were obsolete without repudiating the action taken when the act was passed.

58-011 Naval Research unknown
The borrowing of instruments from Naval Research was approved as outlined.

-016 unknown
(This act dealt with speleological projects and programs.)

46-032 Cave Information unknown
Information on caves, including locations, will be made available to the public except where cave conservation, safety, or ownership dictate otherwise.

16-041 Current Expenses unknown
A revolving fund of $3,000 will be established to meet current expenses, such money to be obtained from unallocated endowment funds and/or other revenues as prescribed by the Board of Governors.

25-046 Bonding of Secretary unknown
The Office Secretary will be bonded in the amount of $4,000.

26-051 Real Estate unknown
The Executive Committee was empowered to continue its search for suitable real estate in Washington, DC, or the immediate vicinity.

46-047 Cave Files unknown
All persons who request loan of material from the Society's cave files will be required to make a deposit of $100 to $500. Such deposit shall be returned when the complete files have been returned.

16-079 Treasurer Expenses unknown
The Treasurer is authorized a sum not to exceed $400 for bookkeeping expenses.

82-098 Budget unknown
The Board will give a sum not to exceed $300 to the Speleo Digest for this year if the Treasury has an excess of $300 at the end of this year, and the Treasurer will include an item in the plans for the next year's budget for the Speleo Digest and the money will be granted for the purpose of the Exchange Program only.

86-100 Cave Information unknown
In the interest of cave safety and cave conservation, the NSS will no longer publish cave locations, and will do all in its power to prevent and discourage other organizations from publishing cave locations.

09-109 Long Range Problems unknown
A substantial time at each Board meeting should be devoted to discussion of the long-range problems of the NSS.

46-111 Commercial Caves unknown
The list of commercial caves should be reprinted and brought up to date and revised yearly.

83-126 unknown
(This act dealt with an information booklet for new members.)

83-174 Membership List unknown
The annual membership list will be furnished to only those members who request it and this request will be obtained prior to establishing a print order. Members who request the list *after* the print order has been determined (other than new members) shall be required to pay a fee. Recommended amount: $0.50.

81-180 Subscription unknown
The subscription rate for the *Bulletin* for non-members of the Society shall be $6.00 per year.

72-186 Fixed Membership Year unknown
A committee was appointed to study the problems involved in the adoption by the Society of a fixed membership year and to prepare a workable plan for this purpose for consideration by the Board.

50-209 Guadalupe Policy
An official NSS Conservation Statement has been established for Carlsbad Caverns-Guadalupe Escarpment Wilderness Area, New Mexico.

26-215 Huntsville Headquarters unknown
It is the intention of the Board to seriously consider purchasing this property and moving the national headquarters to Huntsville, AL.

56-219 Convention Guidebook
The size of the Convention Guidebook is to be 8 1/2 x 11 inches.

64-110 Accompaniers 4-10-65
Grottos are encouraged to have ``Accompaniers'' who are non-NSS members. Accompaniership would last for a limited time, be non-renewable and non-voting, and would entitle the individual to take part in Grotto activities. Accompaniers would not count towards representation in the Congress of Grottos.

83-021 Handbook and Bibliography 6-19-71
It was approved, if raised by proper means, to have the Handbook and Bibliography to seek underwriters for both projects.

81-029 Name 9-19-71
American Caver was approved as the new name for the bulletin.

48-031 Rules 6-19-71
The Vice-President in charge of Grottos and Regional Organizations (now the Chairman of the Internal Organizations Committee) is empowered to set up rules for Grottos Congress.

83-081 Occasional Papers 6-19-71
The Occasional Papers will be made available to members free upon application within a 12 month period following publication.

80-114 Session Abstracts 6-19-71
The *News* shall, when possible, publish the abstracts of all speleological papers presented at symposia sponsored in whole or in part by the NSS.

04-140 Notification 6-19-71
The agenda of the Board meeting will be sent to the Grottos before the meeting.

09-176 Planning Committee 6-19-71
A planning committee shall be appointed to formulate desirable Society objectives consistent with projected growth of the NSS. The committee shall stand for three years, reporting at each Board meeting during the period. The final report of the Committee shall constitute a blueprint for the future, providing useful data for the Board in making decisions affecting the future of the Society.

60-088 Expeditions 3-25-72
A committee was established to direct and promote the official NSS policies relative to exploration expeditions in the name of the Society, under the Research Council.

26-089 Headquarters Location 3-25-72
The Vice-President for Administration will continue to investigate locations for a suitable headquarters and the final decision rests with the Board of Governors.

25-094 Mailing Address 3-25-72
The NSS should acquire a permanent mailing address for use of non-members and the secretary's address will be published and used by the membership. (Until more permanent arrangements could be made, it was agreed to use Don Cournoyer's address, 2318 N. Kenmore St., Arlington, VA 22201, as had already been decided by the persons directly involved.)

15-113 Internal Revenue Service 3-25-72
The Society will adopt the IRS recommendation that the Society retain their account solely with the Richmond Director's Office, as our employee and office is located in the State of Virginia.

83-154 Miscellaneous Publications 3-25-72
A permanent editor for Miscellaneous Publications is established to supervise and oversee the various and sundry small publications and to have supervision over the Miscellaneous Publications budget.

56-155 Convention Dates 3-25-72
Future convention chairmen should consider an April date.

25-164 NSS Agent 3-25-72
Donald N. Cournoyer is designated NSS agent in Virginia.

72-047 Life Membership 11-18-72
The trip fees of C-3 expedition personnel will be applied to Life Membership if the individual so chooses at any time prior to refunding that fee.

64-053 Grotto Officers 11-18-72
The grotto officers shall become standardized and be known as Chairman, Vice-Chairman, Secretary, Treasurer, etc.

27-185 Arm Patches 11-18-72
The Membership Committee will be charged by the office for replacement cost (approximately $0.47) of arm patches.

04-206 Timing 11-18-72
Board meeting agendas shall be sent out on time.

58-235 Extirpation 11-18-72
The Equipment Committee shall be extirpated and its holdings sold in a Society-wide auction.

56-240 Showers 11-18-72
The Convention Planning Guide should be amended to instruct the future convention chairmen to provide mixed showers as part of the regular facilities.

82-082 Purchase 6-23-73
The Society will purchase 85 copies of the Speleo Digest at cost for the Exchange Program. This money to be added to that allocated to the Library budget. Approximate cost to be $1.75 per copy.

18-136 Headquarters Fund 6-23-73
All income from the Headquarters Fund will be reinvested in the Fund.

56-182 Site Rotation 6-23-73
The convention site will be rotated annually from eastern to central to western sections fo the country.

07-073 Endorsements 11-3-73
All requests for NSS endorsement of books or other published material shall be referred to a special committee appointed by the President to review the manuscript or latter copy of the specific text for which the endorsement is requested. This committee shall include members who will provide an adequate geographic, scientific, and/or technical and financial review of the request.

15-050 Proceeds 3-23-74
All net proceeds of the Society shall be impounded until the end of the fiscal year and the Finance Committee shall then present recommendations for its use.

15-066 Discount Income 3-23-74
Discount income earned by the Society shall be impounded until the end of the fiscal year at which time the Board of Governors will decide its disposition.

18-135 Source of Funds 3-23-74
The Society shall deposit 75% of all money received from the sale of non-current Society publications in the Home (Headquarters) Fund and 25% of the Stone (Research) Fund.

27-156 Stone Research Fund 3-23-74
The Society shall deposit 10% of all profits received from the sale of symbolic devices in the Ralph W. Stone Research Fund.

18-161 Headquarters Fund 3-23-74
The NSF is encouraged to solicit donations to the Headquarters Fund from Society members, grottos, and others.

56-170 Guidelines 3-23-74
A committee will be appointed to prepare a general guideline for NSS Convention preparation convenience.

18-184 Headquarters Fund 3-23-74
The Secretary is instructed to sell, through the office, the large inventory of *Saltpetre Caves and Virginia History* by Burton Faust that was contributed by Mrs. Faust and the proceeds of these sales will be earmarked solely for the Headquarters Fund.

25-042 Petty Cash Fund 6-23-75
The Secretary-Treasurer will replenish the Petty Cash Fund for the office in increments of $100. The office will forward an accounting of the Petty Cash Account to the Secretary-Treasurer which will be the authorization for the Secretary-Treasurer to replenish this account.

56-273 Impact Statement 6-27-75
All convention bids are to include a statement analyzing the expected environmental and other impact of the convention and associated activities upon the community and caves of the convention area and detailing mitigating measures to be carried out.

83-249 Special Publications 6-27-75
The special Publications Committee is established in the Executive Vice President's Department. It is directed to publish a series, called Cavers Handbooks, as described in policy 83-142.

28-157 Endorsement 10-11-75
The Chairman of the Membership Committee will enforce the present policy of one endorsement. It is recommended that the Chairman appoint a sub-committee to handle unendorsed applications, a member of the sub-committee to contact the applicant, either through caving trips, meetings, or correspondence. It will be the committee member's responsibility to endorse the application.

28-169 Unsigned Applications 10-11-75
The NSS has a standing policy of accepting applications for membership from nationals and residents of foreign countries without endorsement.

17-201 Cave Acquisition 7-2-76
The NSF is requested to consider the establishment of a vigorous program of carefully planned cave preserve acquisition.

11-285 Travel Fund Established 7-2-76
A fund called the BOG Travel Fund is established. At present, the BOG Travel Fund shall be acquired by fundraising campaigns. This fund shall be administered by the Secretary-Treasurer of the Society in conjunction with a permanent Travel Fund Committee along the following guidelines:

a. Any board member may use up to one-sixteenth of the total amount in the fund for any current year not to exceed the actual travel costs incurred in attending official Executive Committee and Board meetings.

b. A board member shall not be compelled to use his share of the fund and any unused amount at the end of the year will be carried over and added to the next year's revenue.

c. The Secretary-Treasurer shall announce the amount of money available for the use by board members for the ensuing year at the last board meeting of convention.

d. A year shall be defined as the National Speleological Society fiscal year.

This program shall be tried for a period of five years. If at that time it is felt that this program is either unfeasible and/or unfundable it will be terminated and any remaining funds turned over to a fund to be decided upon by the Board of Governors at that time.

91-003 Accident Prevention 8-5-77
The Cave Techniques and Safety Committee is instructed to prepare and distribute to Grottos and members specific instructions on preventing accidents, and Grottos are instructed to have their own safety committees.

91-160 Rescue Telephone Number 8-5-77
The Executive Committee should consider the feasibility of establishing a single, nationwide telephone number for cave rescues, preferably in the Washington DC, area to be answered 24 hours a day.

83-243 Mineral Guide 8-5-77
The NSS will proceed with the publication of Carol Hill's *Field Guide to Cave Minerals*, all proceeds from sale of the book to accrue to the NSS.

83-259 Cave Minerals Book 8-5-77
The book, *Cave Minerals*, shall be available for retail sale only through the NSS bookstore at a price to be set by the Executive Committee.

64-027 Chartering 11-5-77
The Chairman of the Internal Organizations Committee is authorized to charter new grottos. When an application for grotto status is received from an area in which an established grotto is already active, the established grotto will be notified by the Chairman of the Internal Organizations Committee of the pending application and be given an opportunity to express its opinion on the application before action is taken.

64-188 Surveys 11-5-77
Surveys, like regular Grottos and Sections, shall have the same requirements for membership as stated in the Internal Organizations Policy.

64-254 Multiple Grotto Chartering 11-5-77
An official policy on multiple grotto chartering in the same geographical area is adopted.

76-298 Museum Collections 11-5-77
The NSS Museum of Speleological Equipment and Memorabilia should include only those items as implied in the museum's name, which would specifically exclude geological, biological, and archaeological items.

28-107 Back Dues 3-18-78
Members who pay their back dues in order to maintain their old membership number also receive back publications if in print.

72-001 Life Membership 3-18-78
In all cases of death of a Life Member of the NSS where such Life Membership has been in force for a period of less than five years, the Board of Governors may, at its discretion, transfer such Life Membership to another member of the family of the deceased who has previously evidenced interest in the science of Speleology.

72-034 Associate Membership 3-18-78
Associate memberships shall be classified as regular memberships after a period of one year except those of members under 17 years of age or unless the continuation of associate membership is specifically approved by the Membership Committee.

72-058
When a member changes from sustaining to regular membership all dues applicable to life membership will continue to be credited to life membership.

16-271 Revolving Funds 10-21-78
The following Revolving Funds are established under the control of the indicated agent:
Non-NSS Publications R.F.--Administrative Vice-President
Symbolic Devices R.F.--Administrative Vice-President
Caving Information Series R.F.--C.I.S. Editor
Speleo Digest R.F.--Executive Vice President

Income to the Society from the above revolving funds will be specified in each annual budget.

18-313 Special Publications Fund 10-21-78
A Special Publications Fund is established under the jurisdiction of the Executive Vice President. The purpose of this fund is to provide production capital for Society publications as designated by the Board of Governors, exclusive of the *NSS News, NSS Bulletin, The Speleo Digest*, and other regular Society publications. Fifty percent of the receipts from the sale of *Cave Minerals* and other publications designated by the Executive Committee will be deposited in this fund.

07-112 D.C. Heath and Co. 3-24-79
The President is authorized to enter into contractual agreement with D.C. Heath and Co. concerning the proposed series of paper backs dealing with Speleology.

07-229 Book Sponsorship 3-24-79
The NSS will sponsor the book *Introduction to Caving* for Stackpole Books.

50-257 Cave Conservation Year 3-24-79
1974 shall be designated Cave Conservation Year, and Internal Organizations and members are urged to carry out appropriate activities in support thereof including: programs to increase the conservation awareness of the membership; clean-up and restoration of caves to a natural condition; encouragement of good cave conservation practice among other segments of American society, including other caving and conservation organizations, non-affiliated cavers, and cave visitors, and agencies of all levels of government. It is further urged that the International Union of Speleology proclaim 1974 to be International Cave Conservation Year, and the speleological and caving societies in all nations should fully participate.

60-015 Speleological Aims 3-24-79
The Board of Governors should develop a series of programs of the most urgent speleological aims of the Society, such programs to be sent to the Grottos with the request that several Grottos coordinate all their efforts toward selected projects.

60-191 Weekend Trips 3-24-79
The Program and Activities Committee will promote weekend trips annually in those areas of the country not now having similar trips run by a region or the Society itself.

81-007 Budget 3-24-79
No *Bulletin* will be published until the money is on hand to pay for it.

83-143 Manual for Beginners 3-24-79
The booklet *So You Want to go Caving--Manual for Beginners*, by Terry Tarkington and others, will be made available to Grottos for distribution through them. The Secretary is directed NOT to distribute it to new members.

83-297 Publication for Non-NSS Members 3-24-79
The NSS will develop a publication called ``CAVING'' directed to non-NSS Member cavers. CAVING will be published bi-monthly under the Membership Committee. The publication will be financed by fees for bulk mailing, subscriptions, and advertising.

18-087 Fund for Cave Preservation 11-17-79
The Conservation Committee should study the recommended policy and procedure for establishment of a fund for cave preservation of the following nature: (1) Financial support to be obtained from Society or public contributions or private foundation sources. (2) Monies only to be used for cave preservation or to

support work clearly related to cave preservation. (3) The fund will not be used for other general Society purposes. (4) Monies will be expended by action of the Board on recommendation of the Conservation Committee.

18-196 Save-the-Caves Fund 11-17-79
A Save-the-Caves Fund is established along with a Fundraising Committee for it.

50-224 Cave Preservation 11-17-79
The NSS should seek to preserve caves and their natural contents by means including purchase, lease or easement by the NSS, Inc., or by internal organizations or government gencies or other like-minded organizations. Contributions will be sought for a Save-the-Caves Fund in order to implement this policy and to support other cave conservation.

43-013 Certificate of Merit 11-17-79
A Certificate of Merit would not exclude Honorary Membership at some later date. The Society will limit the number of Certificates of Merit so that no more are given to scientists in the Society than are given to non-scientists.

91-308 Rescue Commission 11-17-79
The National Cave Rescue Commission is established in the department of the Executive Vice-President. A National Cave Rescue Coordinator, appointed by the President, will assemble and direct the commission in order to prompt competence and cooperation among Society members, organizations, and related agencies in the field of cave rescue. In addition, the commission is charged with the following responsibilities: (1) To research and develop minimum standards for those members or organizations wishing to associate with the Society as a ``Cave Rescue Resource''. (2) To develop with all proposed NSS Expeditions, Field Trips, Projects, and other large-scale activities a plan of contingencies regarding rescue and life safety for review prior to Society approval or sanction. For long term NSS activities, annual review of the contingency plans may be required by the Commission. (3) To research and develop a national standard curriculum in cave rescue operations and systems for the Society and its membership. All programs developed will adhere, as much as possible, to already established national standards on public safety. (4) To act as official spokesman for the Society regarding cave rescue policy and operations within the United States.

08-062 Thirty Day Notice 11-17-79
The board agreed on the legality of using the agenda for Board Meetings as meeting the requirement of submitting bylaw changes in writing 30 days in advance of their final consideration.

16-233 Reserve Fund 11-17-79
The Reserve Fund should have a set ceiling of 20% of each annual budget and the Treasurer is authorized to transfer surplus funds to adjust the Reserve Fund to this level.

07-323 Cave Gating Handbook 11-17-79
The President of the Society, upon the advice of the Conservation Committee, shall negotiate with Speleobooks for publication of a new edition, or reprinting of the current edition, of the *Cave Gating Handbook*, and the President is authorized to enter into a contract for same. The NSS Bookstore shall offer this book for sale.

43-344 Fellows 3-15-80
The Board of Governors designates all past and future recipients of the Honorary membership, Outstanding Service Award, or a Certificate of Merit as Fellows of the Society.

43-095 Research Grant 3-15-80
An Award to be called the National Speleological Society Research Grant is authorized to be awarded each year at the annual convention by the President of the NSS, Inc., to a graduate student preparing a thesis on a speleological subject. The amount of the grant will be $250. The only obligation required of the recipient will be that credit be given to the Society when the work is published. The recipient will be selected by a group of at least three persons appointed by the Chairman of the Awards Committee. Such persons shall be members of the NSS, Inc., and be known to be professionally active in speleological research, but need not be regular members of the Awards Committee. The selection group should include both biological and physical scientists.

43-272 Ralph W. Stone Award 3-15-80
The Ralph W. Stone Research Award is $500 per year.

43-338 Spelean History Award 3-15-80
The NSS shall establish the Peter M. Hauer Spelean History Award. Administered by the NSS Awards Committee, this would be a cash award given annually at the NSS Convention to a worthy recipient engaged in outstanding spelean history research. The amount of the award shall be determined by the Awards Committee and shall not exceed the interest received on present and future funds contributed.

18-148 Mitchell Fund 3-15-80
The Mitchell Fund was established to encourage research by younger members by presenting an annual ``James G. Mitchell Award'' for the outstanding paper presented at each annual convention by a person age 25 or younger. Selection to be made by the Awards Committee.

26-306 Knox Cave 3-15-80 (deleted)
The President and the Secretary-Treasurer of the NSS are authorized to accept with thanks the offer of the donation of Knox Cave, subject to Board acceptance of a plan to resolve the question of liability.

65-311 Donation 3-15-80 (deleted)
The National Speleological Society donates $100 from budgeted 1975-76 surplus to the committee preparing for the 1977 International Congress of Speleology.

80-357 NEWS Editor 3-15-80 (deleted)
For the 18-month period from November 1, 1978, to April 30, 1980, the Editor of the NSS NEWS shall receive a salary not to exceed $8,000 per year.

40-251 Recycled Paper 11-22-80
The Editors, the Office Manager, and all other NSS workers negotiating with printers and paper suppliers shall ask first for paper that has been recycled and that is recyclable.

07-252 Endorsement 3-21-81 (deleted)
The NSS endorses the book *Amateur's Guide to Caves and Caving*, by David McClurg.

50-250 State of Alabama 11-21-81 (deleted)
The President of the NSS is authorized to make recommendations, on behalf of the Society, for membership on the proposed State Speleological Committee of Alabama.

72-070 Armed Services Personnel 11-21-81
The Society policy for free membership to armed service personnel was rescinded.

46-025 Data Repositories 3-20-82
The idea of regional duplicate repositories is approved in principle. Appropriate action should be taken toward the establishment of such repositories in the areas in which the Board, upon request being made in such areas, feels such establishment justified. The rapid exchange of data between the regional and national repositories should be provided for, contingent upon copies of all data being supplied to the National Society.

65-353 Subscriptions 3-20-82
$100 from unallocated surplus may be spent by the International Secretary for subscriptions to selected international speleological journals to be screened by the translation sub-committee. Summaries of important articles shall be published in the NSS NEWS or other NSS or IO publications. Upon completion of review, the journals shall be sent to the NSS Library, where they will be available for circulation.

07-303 American Caving Accidents 3-20-82 (deleted)
The President is authorized to enter into a contract with Speleobooks for annual publication of *American Caving Accidents*.

07-305 Cave Gating Handbook 3-20-82 (deleted)
The President is authorized to sign a contract with Speleobooks to publish the *Cave Gating Handbook* at their financial risk.

07-371 Cave Gating Handbook Reprint 3-20-82 (deleted)
The Executive Vice-President is authorized to spend up to $2,000 to publish a revised edition or reprint of the *Cave Gating Handbook*. The NSS Bookstore shall offer this book for sale.

18-325 Dues Maintenance Fund 3-20-82
A Dues Maintenance Fund is hereby established. The purpose of this fund is to postpone the date at which the next dues increase becomes necessary, and the fund is to be managed accordingly. Seventy-five percent of surplus at the end of this and each subsequent fiscal year until May 1, 1982 shall be credited to the Dues Maintenance Fund. Thereafter, income from the Dues Maintenance Fund may be included in proposed annual budgets until the fund is exhausted.

80-227 Meeting Abstracts 7-2-82
Abstracts of all papers presented to the NSS annual convention and in the NSS co-sponsored sessions at the annual AAAS meetings shall be made available to the membership as soon as possible following these meetings. Abstracts of all papers of quality and those in the scientific sessions are to be published in a form suitable for permanent reference. Authors should be encouraged to put their papers in written form, complete with diagrams, graphs, and illustrations and submit them to the appropriate NSS publication.

18-269 Ralph W. Stone Research Fund 7-2-82 (deleted)
Each annual budget shall include at least $1,000 to be added to the Ralph W. Stone Research Fund until capital is sufficient to provide annual awards of $500.

26-212 Cave Property 3-12-83
The McFail's Cave and Shelta Cave Managing Committee are permanent committees under the Secretary-Treasurer.

25-002 Advertising Inserts 3-12-83
No advertising inserts will be enclosed with any mail of the Society.

18-057 Building Fund 3-12-83 (deleted)
The Board authorized the establishment of a Building Fund effective immediately to obtain funds for a Society headquarters building.

25-223 Business Office 3-12-83 (deleted)
Those involved with the recently purchased Huntsville property are urged to give greatest priority to the establishment of an efficient business office for the improvement of member services.

56-151 Convention Guidebook 03-12-83
A standard format will be established for convention guidebooks and Society funds will be provided to purchase a quantity for sale through the Society Office.

79-359 Popular Appeal Recognition 3-12-83
Pursuant to the overwhelming vote of the 1976 Congress of Grottos (Item 4.0 of the COG Report), the Photo Salon Committee is requested to develop a separate recognition for the salon entry or entries with the most ``popular appeal'', possibly to be ascertained by a ballot stub.

16-056 Postage 7-1-83
Officer's accounts will be charged for all postage obtained from the Society's office.

43-166 Fellowship 2-25-84
The Awards Committee is authorized to nominate for fellowship as many members as it deems proper until the number of Fellows reaches 10% of the total membership of the Society. (See Bylaw I.D.)

81-128 Honorarium 2-25-84
The honorarium to be paid to the primary editor of the *Bulletin* shall be $1,000 annually.

91-331 Caver Training Committee 2-25-84
The name of the Caver Training Commission is changed to the Caver Training Committee. (Committee eliminated)

91-332 Caver Training Manual 2-25-84 (deleted)
The Caver Training Committee shall have the responsibility for preparing and editing a manuscript for a *Caver Training Manual*. Publication of the manual shall be arranged by the Special Publications Committee only after approval and authorization by the Board.

01-055 Term of Office 2-25-84 (deleted)
It is the opinion of the Board that officers, especially the President, not serve more than three consecutive years unless deemed advisable for the best interests of the Society.

82-669 Speleo Digest Inventory 6-29-84
The Speleo Digest inventory level shall be an amount not to exceed $35,000.

26-372 Charlie Owl Cave 10-20-84
The Executive Committee is authorized to enter into an agreement with the Nature Conservancy for the NSS to manage Charlie Owl Cave (Adair County, Oklahoma). This agreement may contain provisions which allow transfer of title to the property to the NSS at some future date.

58-187 Fees 10-20-84
The NSS Equipment Chairman is authorized to set fees on the various equipment owned by the NSS. The specific fees will be agreed to by the Executive Committee. These fees will be used, as money is available, to repair present equipment and purchase new equipment.

03-008 Attendance 3-23-85
The Board approves dropping from the Board any member who fails to attend meetings or to name a proxy and send written instructions. (See Bylaw IV A (1) (d))

03-132 Number of Meetings 3-23-85
There will be more than two Board meetings per year.

91-322 Rating Cavers 6-24-85
The Safety and Techniques Committee shall prepare for Board action, in summary form, a list of minimum standards for safe caving, which can be provided by the Federal Liaison Committee to those requesting such information.

50-216 Returnable Bottles 10-26-85
In order to encourage the return of returnable bottles, NSS members are encouraged to stop buying beverages in cans and non-returnable bottles.

26-373 NSS Office Addition 3-15-86 (deleted)
The Board of Governors approves the concept of an addition to the existing office building in Huntsville, Alabama, a design competition for the addition, and a fundraising drive for the purpose.

17-134 Agreements 6-27-86
The ``Endowment Fund Agreement'' and ``Ralph W. Stone Research Fund Agreement'' will be considered the governing agreements between the Society and the Foundation with regard to the funds transferred to the Foundation by action of the Board of Governors on 6-17-64.

28-420 Reduced Membership Dues 6-27-86
Beginning immediately a $10.00 discount will be offered to each renewing Regular Member who brings into the NSS two new members who pay the Regular rate. A $5.00 discount will be offered to a renewing Regular Member who brings into the NSS one new member who pays the Regular rate. The application form(s) of new members must accompany the renewal form of the renewing Regular Member for the offer to apply. The Administrative Vice President will work with the Membership Committee to insure extensive publicity for this offer, and with the Office to develop necessary procedures. This offer shall not extend past April, 1985, unless specifically renewed by the BOG.

64-150 Grotto Officers 6-27-86
All officers and committee chairmen of Society Grottos (Chapters) must be Society members in good standing.

80-399 Foreign Airmail Surcharge 3-27-86
Members living outside the United States will be given the option of airmail delivery of their *News* and *Bulletin*. The annual airmail postage surcharge will be $25 for the *News* only and $40 for the *News* and the *Bulletin*.

57-234 Educational Opportunities 3-25-72 (deleted)
The NSS shall compile information on course and curriculum opportunities in U.S. Colleges.

28-333 NSS Section Information 11-11-89
The NSS membership application form will include means by which a new member may request information from NSS Sections. The NSS Office will forward such requests to the appropriate officer of the NSS Sections.

28-441 NSS Section Advertising 11-11-89
In order to be listed in the membership brochure, all NSS sections shall provide the NSS office with camera ready copy or printed brochures, suitable to be handed out, answering general questions about the section and the section's field of interest. (See Act 28-333)

83-390 History of the Society 7-5-91 (deleted)
A committee is established in the Executive Vice-President's Department to arrange for an official publication on the history of the first fifty years of the NSS to be published in 1991. For this purpose the Board of Governors authorizes free use of all NSS copyrighted materials, including, but not limited to, the Board of Governors Manual and the Members Manual. The Board authorizes duplication in the history of copyrighted materials, in whole or in part, where appropriate, with the proviso that such duplicated material be appropriately identified. The copyright on the publication will be assigned to the Society.

18-453 Trout Cave Gate Fund 4-4-92 (deleted)
The Trout Cave Gate Fund is established to provide funds for the design, construction, and installation of a suitable gate at Trout cave. The Fundraising Committee shall coordinate fundraising for this purpose.

25-225 NSS Employees 4-4-92 (deleted)
The Board of Governors shall refuse consideration of the creation of any paid or salaried positions having a salary exceeding $1,000 annually with the NSS until a complete job description is provided plus details of exactly how the salary and expenses will be funded, both short and long term. All of this information must be in the hands of all Board Members in writing at least 30 days before it is voted upon.

50-108 Cave Registers 4-4-92
A program of uniform cave registers is favored. A standardized form will be developed by the Internal Organizations Committee, working with the Computer Applications Section and the Social Sciences Section, and made available for distribution by the Office to Internal Organizations, Conservation Task Forces, Conservancies, government agencies, and individual NSS members. The Office will require that a copy of completed forms be returned to it. The names and addresses of unaffiliated cavers who sign the forms will be added to the mailing list to receive membership applications.

56-459 Congress of Grottos Facilities 11-7-92
Convention Committees are directed to provide auditorium-type facilities, seating 200+, for the use of the Congress of Grottos meeting.

01-404 Presidential Advisory Committee 11-7-92
The Presidential Advisory Committee is established in the Department of the President. The Committee will consist of all living past presidents of the Society and will choose its own chairman. The Committee will be advisory in nature and will have no direct management authority, will advise the President on request, will study and make recommendations on problems referred to it by the President or the Board of Governors, and may initiate studies or recommendations on its own volition.

83-485 Electronic Bulletin Board 4-17-93
The NSS Electronic Bulletin Board Committee is established in the Department of the Executive Vice-President.

16-471 Errors Insurance 4-17-93
The members of the Executive Committee are authorized to purchase errors insurance either under a collective policy or through individual personal insurance policies. By majority vote the Executive Committee may provide errors insurance for specific committee chairmen. The total cost of errors insurance shall be subject to the fiscal limitations of the approved NSS operating budget.

81-407 NSS Bulletin Advisory Board 6-24-94
The NSS Bulletin Advisory Board is established in the Department of the Executive Vice-President. The Bulletin Advisory Board is responsible for advising the Executive Vice-President on issues concerning NSS Bulletin policies and operations. The Bulletin Advisory Board will review the performance of the current Bulletin Editor prior to the renewal of his contract. The Bulletin Advisory Board will maintain a list of candidates interested in becoming Bulletin editor should the position become vacant. The Bulletin Advisory Board will solicit potential interest in the editorship by publishing a suitable announcement in the NSS News each year. The Bulletin Advisory Board will evaluate the qualifications of potential editors and provide its recommendation to the Executive Vice-President.

56-217 Planning Guide 10-15-94
The Convention Planning Guide will state that: (1) All convention facilities (headquarters, meeting rooms, camping areas, motels, dormitories) should be located within easy walking distance of each other or, at most, a short drive (under two miles) with good parking areas at each end, and (2) Convention field trips and convention sessions/meetings should be headquartered in the same location.

83-175 Caving Information Series 10-15-94
An editorial board will be established to make available separate booklets on specific topics related to caves, which are inexpensive, treat only one subject, are disposable without great loss in maintaining either a "series" or in money, but which provide the detailed information cavers and grottos or cave owners can use. These should be the sort of thing which cost from 104 to $1 and which can be continually offered for sale by the office. It would be satisfactory if they were just mimeographed.

25-101 Office Manager 3-18-95
The position of Office Manager is established in the Department of the Administrative Vice-President. The Office Manager shall be responsible for supervision of the office employees. The Office Manager shall be responsible for the overall operation of the NSS Office and other functions housed in the office building and shall have such other duties as may be assigned by the Administrative Vice-President.

43-377 Conservation Award - Plaque 3-18-95
A plaque shall be hung at the NSS Office, on which shall be inscribed the names of the Internal Organizations that receive the Conservation Award each year. The recipient internal organization shall receive an award certificate.

68-497 Historical Librarian 7-21-95
The position of Historical Librarian is created. The Historical Librarian shall be responsible 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.

15-518 Payroll Checking Account 10-21-95
The Secretary-Treasurer is authorized to establish a payroll checking account. Those authorized to disburse funds from this account shall be the NSS Office Manager, the NSS Secretary-Treasurer and the NSS President.

28-468 Dues for Life Members 10-21-95
For any dues increase made after January 1, 1988, the dues for Life Members automatically will be set at eighteen times the Regular Member dues, rounded to the nearest $25.00

56-384 Abstracts 3-16-96
Abstracts of papers given at each annual convention shall be published as a not-more-than eight page supplement to the NSS BULLETIN in accordance with the following instructions:
The supplement shall be included in the earliest available issue of the BULLETIN; it shall be prepared separately as typed copy ready for photo-reproduction, and shall be separately titled. The BULLETIN editor shall have no responsibility for the preparation of the supplement; consecutive issues of the supplement shall use a consistent title and format; and the abstracts shall be arranged by convention session and alphabetically by authors within a session.
The Convention Abstracts Committee is created in the Executive Vice-President's Department and the Executive Vice-President shall designate a person to implement the preparation of the abstracts supplement for publication. The cost of preparation and the incremental cost of printing and distribution as a BULLETIN supplement shall be included in the Executive Vice-President's budget

83-409 CIS Reproduction 3-16-96
The Executive Vice President may authorize reproduction of Caving Information Series issues by NSS organizations for noncommercial purposes.

01-090 Vice-Presidents 3-16-96
It is the consensus of the Reorganizing Committee that the number of Vice-Presidents shall be two, namely, Executive Vice-President and Administrative Vice-President. It is further recommended that the permanent committees shall be the responsibility of each officer.

15-543 Bonding of the Treasurer 3-16-96
The Treasurer shall be bonded for $50,000 per occurrence.

01-044 Line of Succession 3-16-96
In the absence of the President, the Vice-Presidents in order of seniority of appointment to office shall succeed the President. (see Bylaw IV.E (1))
05-078 Style and Format 3-16-96
Minutes of meetings of the Board of Governors will be standardized to the style and format of the meeting of the Board of Governors, March 12, 1983.

05-436 Minutes of Closed Meetings 3-16-96
Minutes of closed meetings of the Board and the Directorate shall be included within the Board minutes in chronological order and shall report all motions and votes except those held in Committee of the Whole.

10-294 Violation of Laws 3-16-96
The NSS reaffirms that violations of cave protection laws or regulations is conduct detrimental to the Society and members convicted thereof are subject to expulsion under Bylaw XI.A.(4).

15-063 Fiscal Year 3-16-96
The fiscal year commences May 1.

16-091 Purchase Negotiations 3-16-96
In pursuit of better business practice, the NSS will negotiate all purchases for goods and/or services by written confirmation when said expenditures exceed $100 per year.

17-119 Creation of Foundation 3-16-96
The Trustees are authorized to create a Foundation to insure that the Trust Funds are always to be used for the purpose for which they were intended.

18-122 Contingency Fund 3-16-96
A Contingency Fund of $1000 shall be established to be distributed by the President, acting with the unanimous concurrence of the full Executive Committee, to cover necessary unanticipated expenditures of an emergency nature.

18-521 General Restricted Fund 3-16-96
The funds contained in the "General" restricted fund are transferred to the unrestricted Current Operating Fund, and the "General" restricted fund is eliminated.

18-522 History Restricted Fund 3-16-96
The funds in the "History" restricted fund are transferred to the current "Archivist" operating budget, and the "History" restricted fund is eliminated.

18-533 50th Anniversary A/V Program Restricted Fund 3-16-96
The funds contained in the NSS "50th Anniversary A/V Program" restricted fund are transferred to the A/V Library restricted fund and the "50th Anniversary A/V Program restricted fund is eliminated

18-549 Durham Cave Preserve Fund 3-16-96
The Durham Cave Preserve Fund is established as an NSS Restricted Fund. The purpose of this fund is to hold donations made for the Durham Cave property located in Pennsylvania which may be donated to the NSS in the future. If it is determined this porpoerty will not be donated to the NSS, all donations which have been made to the Durham Cave Preserve Fund will be returned to the donors. The Secretary-Treasurer shall keep records of the donations to facilitate their possible return.

18-550 Roppel Cave Fund 3-16-96
Those funds remaining in the Roppel Cave Fund after donations are returned to the donors shall be transferred to the NSS Cave Acquisition Restricted Fund.

25-024 Official Correspondence 3-16-96
All official written material issued by the NSS will carry the word "Incorporated" or an equivalent, the Legal Committee to determine the exact form to use.

25-149 Membership Advantages 3-16-96
Prices for subscriptions and publications available from the NSS office will be revised to favor members over non-members in a more noticeable manner.

26-222 Huntsville Headquarters 3-16-96
Resolutions concerning the purchase of the office building in Huntsville, Alabama are summarized in Appendix O. (Appendix O is now appended to Section 7, as part of the deleted Acts.)

26-248 Shelta East 3-16-96
The NSS should negotiate to buy the property east of Shelta, which contains a portion of the east entrance to Shelta Cave, the purchase to be made using the remaining funds in the Shelta Cave Fund plus funds from surplus. Following purchase, the Society will arrange a subdivision of the lot and resell the land not needed, retaining a portion of the lot containing the Shelta entrance and the mineral rights to the property.

26-256 Cave Leases 3-16-96
The President and the Secretary-Treasurer of the Society are authorized to enter into, in the name of the Society, a cave lease agreement with private cave owners.

26-362 McFail's Property Addition 3-16-96
The NSS shall purchase one acre of land surrounding the recently discovered entrance to McFail's Cave for $200 plus transfer fees. The money is to come from the Save-the-Caves Fund.

26-408 Surplus Federal Caves 3-16-96
The Executive Committee is authorized to request the transfer of title to the NSS of caves owned by the Federal Government as a last resort in preserving them where such action is appropriate. Final acceptance of title by the NSS shall be subject to the Board of Governor's approval

26-474 John Guilday Cave Preserve Management Plan 3-16-96
The Secretary-Treasurer, working with the Cave Ownership and Management Committee and the John Guilday Cave Preserve Management Committee is responsible for determining the specific methods for implementing the approved John Guilday Cave Preserve Management Plan.

26-500 Shelta Woods Property Donation 3-16-96
The NSS accepts the donation of a 100' x 150' parcel of land in Shelta woods, Link Avenue, Huntsville, Alabama.

26-506 Schoharie Caverns Property Donation 3-16-96
The President is authorized to accept on behalf of the NSS, the donation of Schoharie Caverns and associated property in Schoharie County, New York, as offered by Mary Gage. Management of this property will be provided by the Barton Hill Karst Preserve Committee.

26-516 Transfer from the Secretary Treasurer to the President 3-16-96
The Cave Ownership and Management Committee and all subsidiary cave preserve committees are transferred from the Department of the Secretary-Treasurer to the Department of the President.

26-568 Purchase of the Smith Property 3-16-96
The President is authorized to:
1) Contract for various services required to determine if the Smith property, located adjacent to and north of the NSS Office in Huntsville, Alabama, is a suitable site to construct a NSS building and the environmental impact of a building is acceptable. The total costs of such services shall not exceed $5,000.00. 2) Purchase the Smith property at a price not to exceed $75,000.00, including all settlement costs, and sign all required legal documents associated with the purchase. 3) Enter into a mortgage agreement at no more than the prevailing interest rate to fund the purchase. The current NSS property and the Smith property may be used as collateral. The mortgage term shall be no less than ten years and the mortgage shall allow prepayment without penalty.
The Secretary-Treasurer is authorized to:
1) Withdraw funds from the NSF Headquarters Fund for the above purposes. 2) Use NSS General Funds for a down payment on the property not to exceed $20,000.00. 3) Seek donations to fund the above purposes and pay off the mortgage. In the event that donations are not sufficient to meet mortgage payments, money from the NSS Headquarters or General Fund shall be used.

27-069 Office Sales 3-16-96
The national office is authorized the sale of all symbolic devices of the Society.

28-071 Membership Drop 3-16-96
Members of the Society who fail to pay dues or other debts to the Society within one month of rendering bills or upon expiration of their membership, whichever is later, shall be dropped from membership.

28-127 Inquiries Referral 3-16-96
Membership inquiries received by the Society will continue to be referred to appropriate local members as directed by the Administrative Vice-President.

40-385 Communication with Government Agencies 3-16-96
Anyone who uses NSS letterhead when communicating with government agencies is requested to send copies to the appropriate officers.

40-499 Presidential Advisory Committee 3-16-96
The Presidential Advisory Committee is dissolved.

43-469 Outstanding Service Award 3-16-96
The Outstanding Service Award is renamed the William J. Stephenson Award for Outstanding Service.

46-036 Cave Surveys 3-16-96
The grottos are encouraged to conduct cave surveys in their areas and provide complete reports of their findings, including maps, pictures, and completed report forms to the National Headquarters. The National Vice President for Research [now Research Advisory Committee] shall take whatever action is necessary to encourage grottos to conduct comprehensive cave surveys in their particular states, to cooperate with the grottos on scientific problems, and to encourage the use of standard cave reporting techniques.

50-037 Blasting Entrances 3-16-96
Indiscriminate closing of caves by blasting shut the entrances for any reason is opposed and such action should be taken only after unanimous agreement by the Conservation Committee Chairman and the Chairman of the Research Advisory Committee and Safety and Techniques Committee.

50-096 Membership List 3-16-96
The Executive Vice-President is authorized to make available the membership list of the NSS to conservation organizations whose activities may contribute to the preservation of caves.

50-200 General Conservation 3-16-96
The NSS generally supports conservation efforts not necessarily involving caves. NSS members working for such causes may, after obtaining the approval of the Executive Committee, use the name of the NSS in support of their efforts.

50-202 Conservation Statements 3-16-96
Official NSS Conservation Statements and Resolution have been established.

50-213 Publicity 3-16-96
Before NSS members or internal groups submit resolutions for direct conservation action by the Society, or on behalf of conservation principles, or in support of the actions of other conservation organizations, the issues involved should be presented in an article submitted to the NSS NEWS and other appropriate publications in order to inform the members of the Society and to provide an opportunity for general discussion prior to the Board action.

50-260 Conservation Statements 3-16-96
The Executive Committee is delegated authority to review and designate NSS Conservation Task Force reports as ``Conservation Statements of the NSS".

50-265 Cave Preserves 3-16-96
The President and the Secretary-Treasurer of the Society are authorized to enter into, in the name of the Society, a protective covenant agreement to establish a cave preserve of the National Speleological Society with private cave owners or, for caves on public land, with the managing agency

56-261 Training Session 3-16-96
The NSS Planning Guide should recommend practical training sessions for convention activities

57-475 Education Grants 3-16-96
A fund is established to provide loans or grants to individuals or organizations to foster or enhance courses on cave science, cave management, or caving techniques. The FY 88/89 operating budget shall include $800 for this fund. The program will be administered by the Educational Opportunities in Speleology Committee. Active fundraising by the Fundraising Committee is not required. The Education Fund shall be part of the General Fund.

58-426 Equipment Committee Abolished 3-16-96
The Equipment Committee is authorized to auction its current equipment inventory at the 1985 NSS National Convention and transfer equipment to other NSS committees as appropriate. The Equipment Committee is abolished subsequent to the 1985 Convention.

60-075 NSS Services 3-16-96
Material supplied from the national files or library for use on official Society projects will be done without charge to the individual members of the project.

41-278 Committee Established 3-16-96
The federal Agencies Liaison standing committee is established in the President's Department with the purpose of informing agencies of the information and talrnt resources of the NSS and to otherwise facilitate an exchange of information and cooperation between federal agencies and the NSS committees and members.

41-414 Committee Abolished 3-16-96
The Federal Agencies Liaison Committee is abolished. The Conservation Committee shall be responsible for informing federal agencies of the information and talent resources of the NSS and to otherwise facilitate an exchange of information and cooperation between federal agencies and the NSS committees and members.

63-464 Distributions from the General Fund 3-16-96
At the spring Board of Governors meeting the Executive Committee will recommend to the Board an appropriate distribution of money from the General Fund to other primary and secondary funds, the operating budgets of officers and committees, and special projects. Recommendations also may be made on distribution of money in the other primary funds, consistent with the purposes of those funds.

64-130 Complimentary Publications 3-16-96
Internal Organizations will receive the NEWS and BULLETIN so long as they submit their required reports, the required number of their publications, and specifically request the Society publications annually.

64-144 Committee Name 3-16-96
The name of the Grottos Committee is changed to the Internal Organizations Committee.

68-004 Disposal 3-16-96
Periodicals which appear in the Library may be disposed of through sales which will be applied to the Library Fund if such can be done. Otherwise they can be disposed of in any way seen fit.

68-207 Speleo Digests 3-16-96
The Library Committee is authorized to reasonably dispose of out of print Speleo Digests by sale or exchange for the purpose of adding to the total collection.

68-210 Paid Assistance 3-16-96
The Library Committee is authorized to hire temporary professional assistance.

72-059 Family Membership 3-16-96
As a guide to Family Memberships, the Executive Committee should be guided by the rules of dependency generally applied in the Federal Income Tax Laws.

72-065 As Visitors 3-16-96
Affiliate Members should be invited to all board meetings in which they have an interest and they should be extended the courtesy as visitors at all board meetings.

72-326 Information Brochure 3-16-96
The Membership Committee shall develop an information brochure directed primarily to cavers who are not NSS members. Its purpose shall be to convey the conservation and safety policies and practices of the Society and help attract such cavers to NSS membership. The brochure shall be distributed to members upon request, to non-member cavers associated with NSS chapters, and to non-member cavers and interested parties through other outlets.

72-342 Sustaining Membership Accounts 3-16-96
Effective January 1, 1979, the existing accounts of sustaining members will be changed to the accounts provided for in new Bylaw I.B(5) by setting the account to 110% of its present value and setting the maturity to the full life membership fee at the time the account was established. For the purpose of re-setting the maturity due to lapse in continuous sustaining membership, the two-year period for present accounts shall not begin before the end of the member's current membership year, or immediately if the account holder is not now a member.

72-351 Membership Recognition 3-16-96
The Executive Committee is authorized to establish a means of recognition for people who have been Society members for over 5 years.

72-418 Membership Solicitation 3-16-96
The Membership Committee is directed to maintain an on-going program of encouraging NSS members to submit to the Office the names and addresses of non-NSS cavers. The Office shall maintain a mailing list of all such names and addresses received, and at least twice a year solicit these cavers for membership.

76-339 Name Change 3-16-96
The name of the NSS Museum of Speleological Equipment and Memorabilia is changed to the NSS Museum of Speleology.

78-099 Duplication Funds 3-16-96
The Photo Archives Committee will be allocated funds to duplicate all color slides which are prize winners at the annual salon and which have not been donated to the Society with the permission of the owner.

81-060 Stock Level 3-16-96
Policy on BULLETINS with stock levels of less than 50: Stock shall be for sale only to libraries and institutions.

81-064 BULLETIN I Reprint 3-16-96
The reprint of BULLETIN I is accepted as an official Society publication and the rights of the underwriters in this respect will be given full recognition.

81-327 BULLETIN Subscription 3-16-96
The President and the Secretary-Treasurer are authorized to enter into a contract with a professional agency for subscription services for the NSS BULLETIN. Negotiations will be conducted by the BULLETIN editor, with contractual approval by the Executive Committee

82-153 Gift 3-16-96
The Society will accept in principle the gift of $2,500-$3,500 from the Speleo Digest, with details to be worked out by a committee and the committee is empowered to finalize the terms of the gift. Terms proposed by Speleo Digest: (1) The money is to be spent or appropriated within five years from the acceptance of the gift. (2) The money is to be spent on equipment or books, not on salaries, real estate, rent or other indirect aid. (3) If a qualified group (consisting of a majority of NSS members) volunteers to undertake the publishing of the Digest, the Librarian may, at his or her sole discretion, lend to them up to $1,500 of the principal sum as a rotating fund for production costs. This money shall also be repaid within five years from its granting by the new group. The Librarian is specifically directed not to lend the revolving fund to a group not committed to producing the Digest by predominantly volunteer labor. (4) The librarian may, until the time limit set in paragraph one, at his or her sole discretion, place the principal sum at interest and spend the income under the terms of the gift.

82-208 Publishing 3-16-96
The NSS accepts the operation and publication of the Speleo Digest.

82-247 Funds 3-16-96
In accordance with condition seven of the Speleo Digest Deed of Gift, the Treasurer is directed to segregate the Speleo Digest Gift Funds for use of the Speleo Digest only, and the Treasurer is directed to expend these funds without replenishment toward the cost of publishing the back issues of the Speleo Digest

83-365 American Caving Accidents 3-16-96
The Executive Vice President may authorize publication of AMERICAN CAVING ACCIDENTS.

86-291 Youth Group Liaison Committee 3-16-96
The name of the BSA/NSS Liaison Committee is changed to the Youth Group Liaison Committee. The scope of its work shall be broadened to include all youth groups.

91-195 Insurance 3-16-96
It is recommended that members of the NSS have insurance (standard, all risk, accident, and liability) to cover caving

91-312 Caver Training 3-16-96

The Caver Training Commission of the National Speleological Society is hereby established under the department of the Executive Vice-President and is charged with the specific duties of producing and distributing a Caver Training Manual under the basic guidelines suggested in the report of the Ad Hoc Committee on Caver Training submitted to the Board on February 28, 1976.

17-123 Incorporation 8-5-96
Articles of Incorporation and Bylaws are accepted (See Appendix C). All funds now under the jurisdiction of the Trustees of the Society shall be transferred to the National Speleological Foundation, and a committee shall be appointed to fully identify such funds and to specify what conditions will be attached to each fund, and the recommendations of the committee, after approval by the Board of Governors, shall be binding as to these attached conditions.

17-133 Financial Report 8-5-96
The Foundation is instructed to submit annually, to the Board of Governors of the Society, a complete financial report on each of the various trust funds. This report shall be submitted prior to the first meeting of the Board following the close of the fiscal year of the Foundation, and shall constitute notification of income as described in the various trust agreements. In addition, the Foundation shall submit informal reports to the Finance Committee of the Society at any time on request of any member of that committee.

17-314 Cave Preserve Fund 8-5-96
The Trustees of the National Speleological Foundation are requested to establish a Cave Preserve Fund. Funds deposited in the Cave Preserve Fund shall be administered according to the Cave Preserve Fund Agreement which shall become part of the working agreement between the National Speleological Society and the National Speleological Foundation.

17-354 Reports 8-5-96
A report shall be given at each Board of Governors meeting summarizing the results of the meeting of the National Speleological Foundation which immediately precedes it.

56-415 Convention Sponsors 8-9-96
The Convention Development Committee shall solicit groups to sponsor NSS National Conventions up to three years in advance. These groups shall submit their site plan for BOG approval at the fall meeting before the convention preceding their convention.

03-171 Meeting Notice 11-2-96
It shall be the responsibility of the Chairman of the Minutes and Arrangements Committee to notify local grottos by letter a minimum of six weeks in advance of a Board meeting and a notice shall be in the News prior to the meeting for the information of all members.

40-514 Volunteer Resource Committee 11-2-96
The Volunteer Resource Committee is established in the Department of the Administrative Vice-President for the purpose of finding candidates appropriately qualified to fill NSS positions. This committee is responsible for developing a database of those who are interested in volunteering for NSS positions and describing their qualifications. A data gathering or update form may be included in one of the annual mailings to the membership to solicit volunteers with special interest or expertise.

26-335 Cave Acquisition Policy 11-2-96
The NSS shall begin a cautious program of cave acquisition, by purchase, lease, or easement by the NSS, Inc., or by donation to the Society. The general criteria to be considered in the acquisition of a cave shall include the endangered status of the cave; its scientific, archaeological, historical, or other significance; the ability of the Society, its members, or Internal Organizations to manage the cave; the availability of

funds; and the interest of other groups (*e.g*. Conservancies) to responsibly manage the property.. In all cases the authority to authorize purchase or acceptance of a cave lies with the Board of Governors.
All Society cave properties shall be managed in such a way as to minimize the Society's liability in case of accident. Specifically, caves shall be managed in such ways as to qualify under state or local landowner liability exemption laws; to legally define unauthorized visitors as trespassers under local law; and to inform authorized visitors of the hazardous nature of the cave by requiring them to sign a liability release.
A permanent Cave Ownership and Management Committee is established in the department of the Secretary-Treasurer. This committee shall study and make recommendations to the Board on proposals to acquire or manage new cave properties, shall oversee and report to the Board on the management of all currently owned caves and future acquisitions to assure continuity in long term management, and shall actively seek to identify caves suitable for acquisition. Permanent management committees for Society owned caves report to the Cave Ownership and Management Committee.
Caves owned, leased, or otherwise controlled by the NSS may be designated Cave Preserves of the NSS by the Secretary-Treasurer. [See Act 26-516, 8-2-93]

79-263 Photo Salon Entries 3-22-97
A policy is established, as detailed in Appendix U to the Acts, for acceptance of Photo Salon Entries.

79-387 Cartographic Salon Committee 3-22-97
An NSS Cartographic Salon Committee is established in the Administrative Vice-President's Department effective August 1981. Annually at the NSS National Convention, the Committee will exhibit cave maps which have been judged by the Committee according to criteria developed by the Committee. Awards of ribbons will be given to cartographers whose maps are outstanding examples of the latest in cave map technique and art.

79-406 Graphic Art Salon Committee 3-22-97
A Graphic Arts Salon Committee is established in the Administrative Vice President's Department.

79-479 Salon and Contest Entries 3-22-97
The “Criteria for Acceptance for Judging" that is stated in the Society's Policy for Acceptance of Photo Salon Entries (Appendix U) also are to be followed by the Committees which organize the other NSS Salons and contests.

18-523 U.S. Exploration Restricted Fund 3-22-97
The purpose of the "U.S. Exploration" restricted fund is to provide funds for grants to support U. S. cave exploration. These funds may be spent by the U. S. Exploration Committee chairman subject to AVP approval.

56-572 Junior Speleological Society Committee 7-23-97
The Junior Speleological Society Committee, in the Department of the Administrative Vice-President, is to provide administrative and program support for youth educational activities at NSS Conventions.

18-536 Edward J. Zawlocki Memorial Restricted Fund 6-23-97
The purpose of the "Edward J. Zawlocki Memorial" restricted fund is to support implementation of NSS ACT 18-555. These funds may be spent by the Executive Vice-President.

18-555 Ed Zawlocki Memorial Fund 6-23-97
The Edward J. Zawlocki Memorial Fund is established to receive donations for the purpose of publishing a bibliography of speleology and a translation of a manuscript describing a variety of

Chinese caves. After five years all funds remaining in this account may be used to publish non-periodic NSS publications or support the NSS Library.

56-591 Convention Session Committee 11-08-97
A Convention Session Committee is established in the Administrative Vice President's department to manage the convention sessions and provide continuity and guidance to the convention staffs. The committee will work with the convention staffs to insure proper session contacts are maintained, calls for papers are timely, facility requests are collected and abstracts are forwarded to the program editor.

43-512 NSS Science Fair Award 11-08-97
The NSS will sponsor an award of $500.00 for the best speleological project presented at each annual national science fair. The availability of the Science Fair Award shall be advertised in advance of the competition in the NSS *NEWS* . The winner of the award and a description of the project will also be published. The Research Advisory Committee shall administer the award, determine acceptance criteria, and report annually on the results. Science Service, the non-profit administrator of the Science Fair awards, will be paid an administrative fee of $200.00 per year in addition to the award. $700. will be added to the Research Advisory Committee's budget for this purpose.

86-405 Outdoor Group Liaison Committee 11-08-97
An Outdoor Group Liaison Committee is established in the Department of the President.

The position of Publications Coordinator is established in the Executive Vice-President's Department, with responsibility for design and publication of the following: *NSS News, NSS Journal, NSS Members Manual, NSS American Caving Accidents, Speleo Digest,* Convention Guidebooks and Special Publications.
Within the broad policies established by the Board of Governors and the Executive Vice-President, the Publications Coordinator shall, after appropriate consultation with the editors of the aforementioned publications, develop and implement procedures for publication.
(The above responsibilities are transferred to the Special Publications Committee.)

17-433 NSS/NSF Liaison 8-7-98
The position of NSS/NSF Liaison is a committee chair in the Secretary-Treasurer=s Department for the purpose of facilitating communication between the two organizations.

57-276 Committee Established 8-7-98
The Committee on Educational Opportunities in Speleology is established as a permanent Committee in the Administrative Vice-President's Department. The responsibility of the Committee on Educational Opportunities in Speleology includes the following:
1. To compile information on courses and curriculum opportunities in North American colleges and to make this information available to NSS members in an annual report and notices in the NSS NEWS.
2. To plan and organize an appropriate series of courses in speleology to be given in conjunction with NSS conventions.
3. To maintain an outline of topics which might be covered in a course on speleology and provide that outline to others upon request.

88-288 Conservation Research Grants 11-07-98
Up to five annual grants totalling no more than $500 shall be made to qualified individuals or groups for scientific investigation of cave conservation problems, or for speleological research which will directly contribute to cave conservation, or the solution of environmental problems in karst or pseudokarst areas.

Determination of grantees will be made by the Conservation Committee and grants will be administered by the Research Advisory Committee under the guidelines it uses for other research grants and under Directive 88-080. The funds will be taken from the Save-the-Caves Fund.

81-345 Copyright Transfer 11-07-98
The JOURNAL editor shall require that all authors must sign a ``Transfer of Copyright Agreement'' before articles are published, as follows:

Transfer of Copyright Agreement
Copyright of my/our paper entitled ``-----'' is hereby (encircle one) (1) placed in the public domain, (2) transferred to the National Speleological Society, Inc., with the reservation to the author(s) of all proprietary rights other than copyright and of the right to use all or part of this paper in future works of my/our own, or (3) retained by the author(s), but the National Speleological Society, Inc., is authorized to republish this paper or any part of it, either separately or together with other materials, and to grant permission in my/our behalf for the noncommercial use of my/our paper by others.

The transfer of copyright described above will become effective at the time the paper is accepted for publication in the JOURNAL. Each author must sign and date this document before the manuscript can be refereed and edited. The back of this sheet may be used.

18-367 Conservation Funds (Part E only) 3-27-99
E. The Conservation Support Fund is composed of the income received annually from the NSS Support Fund. The Executive Committee may authorize expenditure of the funds in furtherance of the general conservation goals of the Society. By unanimous vote of the Executive Committee or by a majority vote of the Board of Governors, conservation support funds may be used for a function of the Society other than conservation. The Executive Committee shall try to expend each year approximately the full annual income of the fund and will not, in general, allow the fund to accumulate indefinitely.

50-416 Honorarium 3-27-99
The chairman of the Conservation Committee shall be eligible to receive up to $500 per year from the NSS Conservation Support Fund as reimbursement for expenses with the approval of the Executive Committee.

18-173 Lew Bicking Fund 10-23-99
The Lew Bicking Trust Fund was accepted.

18-447 NSS News Photographic Endowment Fund 10-23-99
The Foundation is requested to establish the NSS News Photographic Endowment Fund.

18-451 Merle and Bill Stephenson 50th Anniversary Fund 10-23-99
The Foundation is requested to establish the Merle and Bill Stephenson 50th Anniversary Fund.

18-529 Smith Property Restricted Fund 10-23-99
The purpose of the "White House" restricted fund is to provide funds for the payment of the mortgage on the former Smith property in Huntsville, Alabama. These funds may be spent by the NSS Secretary-Treasurer.

18-534 Research Restricted Fund 10-23-99
The purpose of the "Research" restricted fund is to support the NSS grants for cave research. These funds may be spent by the NSS Research Advisory Committee chairman subject to EVP approval.

18-537 Sara Corrie Grants Restricted Fund 10-23-99
The "Sara Corrie Grants" restricted fund is established to support implementation of NSS ACT 18-482 and Appendix AG.

18-540 Holding Fund 10-23-99
A Holding Fund is established with the National Speleological Foundation for the purpose of managing excess cash funds on an on-going short term basis.

18-579 National Cave Management Symposium Restricted Fund 10-23-99
The purpose of the National Cave Management Symposium restricted fund is a fund of the National Cave Management Symposium Steering Committee and is used to support that Committee and the activities of the NCMS Organizing Committees. Use of the money in this fund is under the direction of the Coordinator of the Steering Committee, as authorized by the Steering Committee. Following preparation of the Society's Annual Report, the NSS Treasurer will provide to the NSS/NCMS Liaison a detailed report on activities related to this fund.

18-582 NSS Endowment Restricted Fund 10-23-99
The NSS Endowment Fund, a NSS restricted fund whose purpose shall be as specified by the Board of Governors, is established.

18-589 US Exploration Restricted Fund Transfer 10-23-99
Funds in the NSS US Exploration Restricted Fund are transferred to the NSS Sara Corrie Memorial Fund, held by the National Speleological Foundation.

18-595 International Support Restricted Fund 10-23-99
The NSS International Support Restricted Fund is composed of funds received from the NSS International Trust Fund held by the NSF and from other sources. Its purpose is defined by Act 65-431.

18-597 Edward J. Zawlocki Memorial Restricted Fund 10-23-99
All money currently in the Edward J. Zawlocki Memorial Restricted Fund is transferred to the Cave Research Foundation to aid them in publishing the *Guide to Speleological Literature*. If the *Guide to Speleological Literature* is not published the money shall be returned to the NSS and used for normal NSS operations. The Edward J. Zawlocki Fund is abolished. Any donations received to the Edward J. Zawlocki Fund on or after 27 June 1997 shall be used for normal NSS operations.

18-610 NSS Publication Trust Fund 10-23-99
The purpose of the NSS Publication Trust Fund is to provide funds to support the publication of books by the NSS. (See Attachment O of Appendix C.)

83-358 ADMINISTRATIVE MEMO 10-23-99
The INTERNAL ORGANIZATIONS NEWSLETTER shall be retitled the ADMINISTRATIVE MEMO and shall be expanded in editorial scope to include material of interest to NSS workers as well as to IOs. This material is intended to be primarily informative in nature and to facilitate communications between all organizations and individuals involved in the conduct of NSS business.

83-417 Administrative Memo 10-23-99
The NSS Administrative Memo is established as a permanent committee within the President's Depar.

86-606 NSS Outreach Committee 10-23-99, 11-08-97
The NSS Outreach Committee is established in the Department of the President. This committee will seek to present the conservation, scientific, and exploration accomplishments of the NSS to segments of

the public interested in caves. The committee will emphasize the resource potential of the NSS and seek to encourage philanthropic support. The committee shall strive to promote the goals and objectives of the Society without encouraging non-cavers to become cavers.

18-531 Print Salon Restricted Fund 10-23-99
The purpose of the "Print Salon" restricted fund us to support the NSS Print Salon. These funds may be spent by the NSS Photo Salon Committee chairman subject to AVP approval.

18-532 Cave Ballad Salon Restricted Fund 10-23-99
The purpose of the "Cave Ballad Salon" restricted fund is to support the NSS Cave Ballad Salon. These funds may be spent by the NSS Cave Ballad Salon Committee chairman subject to AVP approval.

56-590 Convention Registration Software Committee 10-23-99
A Convention Registration Software Committee is established in the Administrative Vice President's department to manage and define the registration process and provide standard registration software to be used by all NSS convention committees. The Convention Registration Committee will support each convention to use the software and will store each convention's registration data for long term use.

97-630 I-Max Film Committee 03-18-00
The I-Max Film Committee is established in the department of the Administrative Vice President to investigate what the NSS can do to take advantage of the caving I-Max film due out in 2001. The committee shall give reports at Board meetings.

18-580 National Cave Rescue Commission Restricted Fund 06-30-00
The purpose of the National Cave Rescue Commission restricted fund is to support cave rescue training and resource coordination. These funds may be spent by the NSS NCRC National Coordinator subject to Administrative Vice President approval.

66-592 Internet Committee 11-04-00
The Internet Committee is a committee in the Department of the Operations Vice President.

56-517 Sale of NSS Convention Guidebooks 11-04-00
Leftover guidebooks of the NSS national conventions are to be sold to individuals only by the NSS Bookstore or non-profit caving organizations that have the approval of the Bookstore and the hosts of the convention.

16-620 Convention Surplus 11-04-00
The convention surplus from the prior NSS National Convention may be considered operating income in the subsequent fiscal year budget, subject to compliance with Act 18-598.

18-535 NSS Cave Legal Defense Restricted Fund 3-23-02
The purpose of the "NSS Cave Legal Defense" restricted fund is to support implementation of NSS ACT 18-501 and may only be spent in accordance with the provisions of NSS ACT 18-501.

18-656 Fund for Litigation to Protect Caves 3-23-02
The Fund for Litigation to Protect Caves, Attachment Q to the contract between the National Speleological Society and the National Speleological Foundation, is established.

18-665 Transfer of Funds 3-23-02
$3147.92 is transferred to the Landowner Assistance Restricted Fund from the Cave Legal Defense Fund. Their funds had been originally donated to assist the owners of Norman Cave, WV.

18-667 Cumberland Plateau CTF Grant 3-23-02
A $3000. Grant from the Cave Legal Defense Fund is made to the Cumberland Plateau Conservation Task Force to pursue legal resources to stop a proposed sewage treatment plant in Spencer, TN, that would pollute Spencer Mountain Cave System.

18-692 Joe Ivy Endowment for Cave Exploration 03-15-03
The purpose of the Joe Ivy Endowment Fund for Cave Exploration is to provide grants to young cavers to fund cave exploration trips, primarily to Mexico. The Fund was established by donors and is managed as a temporarily restricted quasi-endowment fund. Annually the NSS withdraws 5.5% of the Fund's total value for this purpose. By a two-thirds vote, the Society's Board of Governors may require the return to the Society of any or all of the Fund that has not previously been distributed to the Society. >> Grants will be several hundred dollars each, large enough to fund the bulk of a four-to-six-week trip: transportation, food, lodging, maps, special equipment, etc. Grants will be given to individuals for personal expenses, rather than to projects or groups. Grants will be awarded based on the following criteria:
Applicants should have a reasonable amount of caving experience. Experience will be measured by enthusiasm, determination, and quality of caving, rather than number of years caving or a list of caves visited.
Applicants should be vertically competent. Desire to learn will count more than participation in training programs or a list of pits bounced.
Applicants should have skills to contribute to productive exploration. Being a good sport will be considered more valuable than surveying, drafting, photography, or ability to carry group gear.
Applicants should demonstrate the characteristics of a good team member including initiative; positive attitude; open-mindedness; willingness to lead and take direction; ability to amuse one's self; curiosity to experience new things and eat weird food; desire to find, explore, and document caves. (See Attachment R of Appendix C in the Board of Governors Manual)

18-454 International Exploration Fund 03-15-03
The International Exploration Fund is established to assist Society sponsored speleological expeditions to be supported by contributions raised for this specific purpose. Applications for grants from the International Exploration Fund will be directed to the International Exploration Committee which will develop appropriate guidelines and require an accounting of how money is utilized by expedition organizers. Grants from the International Exploration Fund may be made by the International Exploration Committee with the approval of the Executive Vice President. It is not the intent of this Act that grants will be routinely awarded for expeditions within the United States or Canada. Grants from this fund shall stipulate that the expedition will provide an article on the expedition for publication in the *NSS NEWS*, or an audio/visual program for distribution for the NSS A/V Library within one year from receiving the grant.

83-282 Authors Liaison 03-15-03
The Public Relations Committee is directed to furnish all aid and information necessary to insure the inclusion of NSS conservation, safety, and scientific philosophy in publications and, if necessary, seek out those already committed to publishing and work with them.

46-608 Limited Access Cave Database Committee 10-18-03

The Limited Access Cave Database Committee in the Department of the Administrative Vice President is created. This Committee will attempt to ascertain the extent to which the caves in the U.S. are closed or have access limitations that reduce visitation. This Committee will obtain its information by gathering and consolidating existing closed cave lists that are available to the caving community. For caves on such lists that are closed or have access limitations, the Committee will analyze the reasons for closures, the extent of the closures, and other information available from such lists. The Committee will communicate with NSS Internal Organizations and other knowledgeable groups to maintain a current list. Information obtained by the Committee will be used for statistical and analytical purposes only and will not be used to create or publish a national closed cave list or to publish any cave locations.

46-664 Committee Name Change 10-18-03
Act 46-608 is amended to change the name of the Closed Cave Database Committee to the Limited Access Cave Database Committee.

18-649 Spring Hill Cave Restricted Fund 03-20-04
The Spring Hill Cave NSS Restricted Fund is established to assist the landowners of Spring Hill Cave, Tennessee, in their defense against the lawsuit concerning the death of Jason Bishop in October 1998. The Fund was established through donations. Money from this fund may be spent with the approval of the President. Money remaining in the Spring Hill Cave NSS Restricted Fund after the suits are settled will revert to another NSS restricted fund established to support cave owners in their defense against liability suits.

18-648 Support for Owner of Spring Hill Cave 03-20-04
NSS will offer monetary and expert witness support to the cave's property owners, Helen G. Beckner, 143 Moody Hollow Road, and Sharon A. Beckner Todd and Ronald Todd, 911 Mehaffey Road, all in Claxton, Tennessee, to support their efforts against the suit by Karen Bishop, et al, concerning the death of Jason Bishop in October 1998. The monetary support will be up to $1000 from existing funds and any money collected from the membership for this specific purpose. The funds to be used will be determined by the Secretary Treasurer based on the purposes of the funds as specified in the Board of Governors Manual.

19-693 Joe Ivy Endowment Committee 07-12-04
The Joe Ivy Endowment Committee is established in the Executive Vice President's Department. The purpose of this committee is to administer the awarding of grants from the Joe Ivy Endowment for Cave Exploration.

18-689 Caves and Karst Education Program Restricted Fund 07-12-04
The purpose of the Caves and Karst Education Program restricted fund is to educate the American public on the value and fragile nature of cave resources in accordance with the Cooperative Agreement between Mammoth Cave National Park and the National Speleological Society, Project Underground, and American Cave Conservation Association. These funds may be spent by the Caves and Karst Education Program agent of the Treasurer subject to Administrative Vice President's approval.

97-491 AV Production Committee 03-05-05
The AV Production Committee is established in the department of the Administrative Vice President. The committee will work with committees within the NSS Education Division to develop educational digital media and films. AV Production Committee members may work with other NSS committees to produce visual digital or analog media to support their programs. Additionally, the AV Production Committee will serve as the NSS liaison for documentary film and television entities, to promote and assist with safe and conservation oriented filming techniques and provide assistance in developing films that conform to the NSS Conservation Policy and accepted safety practices. The AV Production Committee shall coordinate with the Audio-Visual Aids Library Committee.

97-473 Video Committee 07-08-05
The Video Committee is established under the Department of the Operations Vice-President as a subcommittee of the Audio-Visual Aids Library Committee. The purpose of the committee is to solicit, develop, and maintain video programs related to caves and caving and to encourage the production and use of moving-image presentations to disseminate information about caves and caving. The video programs shall be part of the Audio-Visual Aids Library.

01-461 Officers' Annual Reports 07-08-05
Annually, at the convention, officers will include in their reports to the Board a list of their objectives for the next year(s) and how these objectives relate to the overall goals of the NSS; provide executive summaries highlighting major activities and accomplishments of each committee for which they are responsible, and, if the Board has requested a task be performed by an officer or a committee; include responses specifically addressing the status of those requests which apply.

26-563 Headquarters Facilities Committee 11-05-05
The Headquarters Facilities Committee is in the department of the Operations Vice-President to manage and maintain the facilities and real property at the NSS Headquarters.

41-039 National Parks Association 11-05-05
The National Parks Association (now the National Parks & Conservation Association) is named an affiliate.

18-718 NSS Pacific Slope Cave Acquisition Fund 3-25-06:20
The purpose of the NSS Pacific Slope Cave Acquisition Fund is to acquire title or conservation easements to caves located within the Pacific seaboard. Grants from the fund must be made to 501(c)(3) public benefit corporations dedicated to the purpose of the fund. Applicants for grants must provide to the NSS Secretary-Treasurer the following proofs: 1) copy of certificate of 501(c)(3) standing, 2) Articles of Incorporation, and 3) written proof (such as a written acceptance of an offer to purchase real estate) of the existence of a pending purchase of a real property or conservation easement, consistent with the purpose of the fund. Grants shall be made from the fund by action of the NSS Board of Governors, hereinafter referred to as the granting body. In the absence of competing applicants, grants shall be summarily approved upon verification of proofs. The granting body shall make no determination of the significance or quality of properties proposed for protection by the applicant, except where two or more qualified entities have applied for grants in the period between regular meetings of the granting body. Where two or more qualified entities have applied, only the most significant proposal shall be granted funds during a regular meeting; rejected applications will be re-submitted for consideration at the next meeting of the granting body. Significance in the case of competing applicants will be determined on the basis of criteria used in federal significant cave nominations under the 1988 cave protection act: presence of endemic biota, cultural remains, geologic/mineralogical/paleontological values, hydrologic significance, educational/scientific value, and/or recreational potential. The amount of any single grant shall not be limited except by the amount in the fund or by the amount of the property or easement acquisition including associated costs, whichever is less. The fund consists of donations.

The Board approves the total distribution of the Pacific Slope Acquisition Fund to the Western Cave Conservancy toward the purchase of Rippled Cave, Calaveras County, CA. Distribution of the funds is to be made by 20 February 2006.

19-762 Grants Executive Steering Committee 8-7-06:18
The Grants Executive Steering Committee is established in the Department of the President. Two of the committee members will be NSS Board of Governors members appointed by the President. The Steering

Committee is responsible for leading and managing the NSS grants program, but not responsible for writing proposals or grants. They will encourage and facilitate effective grant proposals from NSS Committee Chairmen and the NSS Board of Governors and act as the clearinghouse for proposals. The Committee is responsible for prioritizing proposals for the Grants Committee, reviewing the grant applications before they are submitted, and approving the obligations associated with the grant before it is accepted by the NSS.

28-168 Unsigned Applications 11-04-06:7
Upon receipt of an unsigned application, the office secretary shall (A) Place the applicant on the mailing list as a subscriber. (B) Reserve a membership number for the applicant in the regular sequence. (C) Notify the applicant by means of a form letter that (1) His application has been received unsigned. (2) He has been added to the mailing list as a subscriber until his application has been signed. (3) A statement certifying that the applicant supports the goals and conservation policies of the NSS has been included for his signature and should be signed and returned as soon as possible.

83-292 Copyright 11-04-06:13
All Society publications are to be copyrighted.

83-728 NSS Copyright Policy 11-04-06:13
Appendix AS, NSS Copyright Policy is adopted.

81-621 Copyright 11-04-06:13
The National Speleological Society requires all authors to grant a non-exclusive copyright to the NSS prior to publication of their manuscripts in the *JOURNAL OF CAVE AND KARST STUDIES* unless they place the paper in the public domain.

50-221 General Policy 11-04-06:14
A brief, official statement of the Society's fundamental ethical and conservation principles shall be prepared by the Executive Committee and submitted to the Board for their consideration. Upon joining, new members will be required to sign an agreement that they have read and understood said statement, and, by joining, do approve and commit to uphold the fundamental principles contained therein. Each new member should be made aware that gross intentional or repeated violations of these principles may be grounds for dismissal from the Society, as determined by the Board of Governors.

50-237 Pledge 11-04-06:14
The membership application of the NSS shall carry the following wording: ``I support the purposes of the National Speleological Society and its Cave Conservation Policy. Please accept my application for membership."

25-388 Mailing List Availability 03-17-07:12
Whenever the NSS mailing list is made available to organizations, it will be at a rate of $.10 per label to a non-profit organization, and a flat rate of $2,000.00 to a for-profit organization. These rates may be adjusted for a specific use at the discretion of the Executive Committee.

25-434 NSS Mailing List Availability 03-17-07:12
Whenever the mailing list is made available for NSS use the direct cost of materials and related expenses will be assessed to the user at a flat rate of $25.00, or $5.00 plus $.25 per label, whichever is less.

04-421 Advance Copies of Agenda 03-17-07:24a

Advance copies of the agenda for meetings of the Board of Governors shall be posted to the Society web site thirty days prior to the meeting and updated as required.

04-197 Timing and Completeness 03-17-07:24e
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.

19-609 NSS High School and Undergraduate Grant Program 03-15-08:16
The NSS High School and Undergraduate Grant Program is established for the purpose of investing in the future of karst science by supporting and recognizing outstanding research proposals by young society members. The program is funded by money approved in the yearly Research Advisory Committee operating budget. (See Appendix AL)

25-167 Monthly Mailing 03-15-08:29
Monthly mailings will be made available to individual members at a cost set by the Executive Committee, the fee to be used to defray the cost of postage, handling, and the additional copies needed. Any excess income from this source shall enter the general operating fund.

83-671 Non-Electronic Portions of NSS Publications 03-15-08:36
Copies of photographs and other materials that are not included in the electronic copies of publications shall be forwarded to the NSS Office (labeled for easy identification with publication, caption, and page number) for storage in a fireproof location. The copies will be of sufficient quality to allow them to be reproduced as originally printed. Items will be stored until no longer deemed necessary by the Executive Vice President and will be reviewed on an annual basis for currency.

83-677 Budget for *On Caves and Camera* 03-15-08:36
The Capital Budget is amended to include publishing 1,000 copies (500 hardbound, 500 soft bound) of *On Caves and Cameras* with the following budget line items:

$0	Author expenses (postage, telephone, etc.)
$500	Honorarium for designing & laying out the issue
$0	Editing, proof-reading & indexing
$0	Drawings & illustrations
$75	B/W half-tones, scanned color images, & color separations
$14,000	Printing & binding ($2000 of this is for hardbound covers)
$0	Shipping
$75	Miscellaneous
$14,650	TOTAL

83-678 Budget for *On Cave Conservation and Restoration* 03-15-08:36
The Capital Budget is amended to include publishing 1,000 copies of *On Cave Conservation and Restoration* with a budget of $11,420. The Executive Committee shall review the text of *On Cave Conservation and Restoration* and confer with the authors to attempt to insure that the Society policy is clearly distinguished from individual or regional opinion and that the language avoids divisiveness and promotes mutual respect among cavers.

83-679 Budget for *Leave No Trace Caving Ethics* Booklet 03-15-08:36
The NSS will purchase $1,000 worth of *Leave No trace Caving Ethics* booklets from the U.S. Forest Service. The funds for purchase of these booklets shall be taken from the Save-the-Caves Fund.

83-680 American Geological Institute Publication 03-15-08:36

The NSS shall grant $6,500 to the American Geological Institute to support a national karst environmental awareness publication. The society will receive 2,500 copies of the publication for distribution or sale as it chooses. The NSS will reimburse the NSS Geology & Geography Section $2,000 from any income it receives from sales of this publication. The Executive Committee will determine the source of funds for this grant and report to the Board at the November 2000 meeting.

83-727 Purchase Agreement Between the NSS and the National Cave and Karst Research Institute 03-15-08:36

The National Cave and Karst Research Institute will provide $5000 to the National Speleological Society, to be added to the previous capital budget for the publication of *Cave Conservation and Restoration* for the purpose of additional color illustrations. In return the National Cave and Karst Research Institute will be identified on a title page as a co-sponsor, appropriate contact information will be included in the book, and will receive 50 copies for distribution to Regional and Division Libraries, Parks, and other interested parties.

83-781 Copyright Policy 03-15-08:44

The Board Acts 81-621 (regarding copyright licensed for Journal), 83-292 (regarding the copyright of Society publications), and 83-728 (regarding NSS copyright policy) are repealed and the NSS Copyright Policy is adopted. Appendix AS, NSS Copyright Policy is amended.

25-120 Copyright 08-15-08:7

The membership list is copyrighted. It is therefore not to be used by unauthorized concerns.

25-449 Mailing List 08-15-08:8

A method will be developed to allow NSS members to keep their names off any bulk mailing list sold by the NSS.

25-627 NSS Bookstore Assistant 08-15-08:17

The part-time paid position of NSS Bookstore Assistant is established in the Department of the Operations Vice President. The NSS Bookstore Assistant shall report to the Operations Manager. With the establishment of this paid position, the volunteer position of NSS Bookstore Manager, a committee equivalent, is abolished.

28-553 Liability Waivers 08-15-08:38

A general liability waiver, approved by the NSS Legal Committee, will appear on all membership applications and renewal applications for NSS membership.

83-343 Copyright Policy 11-8-08:10, 3-18-78

The editors of Society publications are directed to draft, for Board Approval, copyright policies and procedures for their publications, within the letter of the new copyright law and Board Acts 83-316, 83-317, and 83-318. Until such policies are approved by the Board, the editors shall seek to have copyright assigned to the NSS.

43-737 NSS Web Page Award 04-04-09:16, 03-15-03

The NSS Web Page Award is established to recognize two caving related Web sites quarterly. The NSS Web Page Award Sub-Committee of the NSS Information Technology Committee Chairman will select the sub-chairman. The award consists of a distinctive logo that winning pages may display on their page. Pages may win the award once during a calendar year. The sub-committee will establish criteria for the award. Web pages will be nominated via a link from the NSS home page.

18-581 Contemporary Cave Use Study Restricted Fund 04-04-09:19, 03-23-02, 11-02-96

The purpose of the Contemporary Cave Use Study restricted fund is to support the study of cave visitation. The Fund was established by donors. These funds may be spent by the Chairman of the Contemporary Cave use Study Committee with the approval of the Administrative Vice President.

18-528 John Guilday Caves Nature Preserve Restricted Fund 04-04-09:20, 11-06-04, 3-23-02, 08-06-93

The purpose of the John Guilday Caves Nature Preserve restricted fund is to provide funds in support of NSS operation and maintenance of the John Guilday Caves Nature Preserve property in Pendleton County, West Virginia. The Fund was established by donors. These funds may be spent by the John Guilday Caves Nature Preserve Committee chairman subject to the Administrative Vice President's approval.

27-476 Official NSS Logo 04-17-10:23, 08-07-87

Logo A (from the 1987 BOG Election Ballot shown below) is the official logo of the NSS and will be used by the Society for official purposes. Members and NSS groups may continue to use any of the traditional versions of Tom Culverwell's enduring original idea for ceremonial and non-official purposes if they wish.

03-427 Logistics Committee 11-07-10:13, 03-16-96, 06-29-84

The Meeting Logistics Committee in the Department of the President shall assist the President and the host organization in the conduct of board meetings.

84-817 Electronic Publishing of the *Members Manual* 07-18-11:15, 04-04-09:18

The *Members Manual* shall not be published electronically.

05-194 (Minutes) Corrections 07-18-11:18, 03-01-69

Only corrections relating to the content of previous minutes will be brought before the Board for their approval. This includes the tabulation of votes. Corrections dealing with typographical errors, spelling, punctuation, etc., not affecting the content of the minutes, may be presented directly to the Chair, who will relay them to the Office Secretary. (See Appendix J)

72-124 Member Without JOURNAL 3-23-13:20, 6-23-97, 6-17-64

The creation of Member-Without-JOURNAL membership class is not recommended. Membership is more than a magazine subscription. It is a financial share in supporting the Society and its shared goals which includes the encouragement of speleological research and the publication of a JOURNAL and the JOURNAL is a service to the members.

86-833 Marketing and Advertising Committee -09-13:32, 03-31-12:15, 04-17-10:5
The Marketing & Advertising Committee is established in the Public Relations Division, in the President's Department. The committee is responsible for marketing research and advertising strategies, including the creation, placement, and development of effective criteria for NSS related advertising campaigns, to achieve the goals of the NSS.

81-854 Electronic Publication of the JOURNAL 11-09-13:9, 07-18-11:20
In accordance with the approved FY 2011-12 budget, the December 2011 issue of the *Journal of Cave & Karst Studies* will be published electronically. Life members and sustaining members who are entitled to receive the *Journal* may request printed copies at no additional cost. All other members may request printed copies for an additional fee (to be determined).

82-366 Speleo Digest Committee 03-15-14:7, 06-30-00, 03-24-79
Current issues of the Speleo Digest (beginning with the 1978 issue) shall be published by a Speleo Digest Committee in the Executive Vice-President's Department. This committee shall have responsibility for editing, producing, and publishing each year's issue within two years of the calendar year date, as well as encouraging the sales of all issues of the Speleo Digest through cooperation with the Bookstore, the NEWS, and other committees as appropriate.

82-557 Speleo Digest Honorarium 03-15-14:8, 03-22-97, 10-15-94
The editorship of the yearly Speleo Digest is by contract, the terms of which are to require delivery of print-ready material within 12 month of the year under review, or the date of the editor's contract, whichever is later, for the sum of $500.00. The contract will clearly define all other issues of the expenses of editing. Yearly Digests not completed within the scheduled time are subject to withdrawal, reassessment or renegotiation.

18-734 Great Expectations Cave Fund 03-15-14:10, 03-15-03
The purpose of the Great Expectations Cave Fund is to provide funds for the acquisition, operation, and maintenance of the Great Expectations Cave property in Wyoming. This includes paying for land swaps and easements, paying expenses associated with the transfer of the property to the NSS (e.g. lawyer's fees, title searches, land surveys, and closing costs), associated fundraising expenses, and paying back the loans. Donors established the fund. The NSS AVP or his designated agents may approve expenditures from the fund.

18-841 Advertising Support Fund 03-15-14:11, 08-02-10:13
The Advertising Support Fund is established to provide support for the activities of the Marketing and Advertising Committee. The Fund is established by donors and may be spent by the Chairman of the Marketing and Advertising Committee with the approval of the OVP.

25-560 Operations Manager -15-154:20, 03-27-99, 11-02-96, 03-16-96, 03-18-95
The paid position of Operations Manager is in the Department of the Operations Vice President. The Operations Manager shall be supervised by the Operations Vice President. The Operations Manager shall report to the Operations Vice President for the overall operations of the NSS Office and to the Secretary-Treasurer for NSS accounting and financial reports.

25-232 Incorporation 07-14-14:16, 03-25-72
The NSS shall remain incorporated in the District of Columbia.

28-646 Sustaining Memberships 10-25-14:16, 10-23-99

A group of NSS sustaining life members may not combine their cumulative sustaining life membership payments towards establishing only one life membership.

83-626 Corporate Report 03-07-15:12, 03-05-05:20, 03-27-99:23

An NSS corporate report will be published on an annual or biennial basis, depending on funding, use, and need. The purpose of this report is to communicate our goals, accomplishments, and activities to non-NSS organizations with which we interact and to present our most recent audited financial statements. The report is directed 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.

81-085 Author Reprints 07-13-15:8, 07-23-97:30, 11-22-58

The Society will provide all authors contributing articles to the JOURNAL 20 reprints without cost.

81-296 Overprinting 07-13-15:10, 10-5-02, 7-23-97:30, 7-1-88, 11-5-77, 3-15-75

Each issue of the JOURNAL shall have a press run at least 25 copies greater than the total number of copies mailed of the previous *NSS News* issue, to provide copies for future sale and complimentary distribution.

81-637 *JOURNAL OF CAVE AND KARST STUDIES* Subscription Rate 07-13-15:13, 03-05-05, 10-23-99

The subscription rate for the *JOURNAL OF CAVE AND KARST STUDIES* sent to domestic address is set at 10% less than the Associate membership dues, rounded to the nearest dollar. International rates are the domestic rate plus the postage surcharge as set for international members with Mexican and Canadian addresses.

81-661 JOURNAL Sale by Carlsbad Caverns 07-13-15:20, 03-18-00

The sale of the JOURNAL OF CAVE AND KARST STUDIES by Carlsbad Caverns, Guadalupe Mountains Association for resale to the public is approved.

81-835 “Opt-in” Option to Receive the JOURNAL 07-13-15:21, 04-17-10:20

The NSS will change the present membership renewal and change of information form to give members the choice to "opt in" to receive printed version of the Journal. This option will take effect on May 1, 2010.

28-816 International Members May Receive Periodicals Electronically 07-13-15:24, 04-04-09:14

International Members (only) may choose an option to receive an electronic version of the following periodicals: *NSS News, American Caving Accidents, and the Journal of Caves and Karst Studies.* International Members who choose this option will not pay the related mailing surcharges.

80-820 Communications with Basic Members 07-13-15:35, 07-20-09:8

The Newsletter editor will send the Society News column and the President’s Message column of the *NSS NEWS* to the NSS office at the time of publication. The office staff will send out the information to Basic Members using whatever method they determine is the most appropriate.

07-279 Refusal to Sponsor 07-13-15:37, 08-16-74

The NSS shall not sponsor or authorize any publication that would be distributed in commercial stores to the general public whose primary intent is to expose and glamorize caving to the non-caving public.

68-564 Library Committee 07-13-15:40, 08-09-13:24, 03-16-96, 07-21-95, 03-18-95

The Library Committee is established in the Operations Vice-President's department, within the Archives Division, to manage and maintain the NSS Library. The Librarian shall report to the Library Committee and may be a member of the Committee. The chairman of the Library Committee shall be responsible 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.

56-901 NSS Convention JSS Support 07-13-15:53, 03-07-15:30

One dollar of each adult Convention registration will be allocated to supporting JSS activities at convention.

72-583 Electronic Membership Application 10-24-15:20, 11-02-96

A facsimile of the NSS Membership Application shall appear within the NSS Homepage. An applicant may apply for NSS membership, using the Facsimile, provided the applicant indicates support for NSS goals and The NSS Cave Conservation Policy and supplies valid credit card data.

72-766 Membership Goal 10-24-15:22, 03-13-23:22, 11-05-05

The Society has a goal of increasing the membership of the Society and specific membership number goals will be recommended to the Board on an annual basis at the Annual Convention by the Strategic Planning Committee.

72-802 Option to Choose Not to Receive the Hard Copy of *JCKS* 10/24/15:21, 03-15-08:38

Life and renewing NSS members will be provided the opportunity to choose not to receive the *Journal of Cave and Karst Studies*. Selecting this option will not reduce the member's dues.

72-872 Grotto Development Program 10-24-15:23, 03-23-13:22

The NSS shall institute a grotto development program. The AVP is directed to bring specifics for such a plan to the summer (2013) BOG meeting.

56-767 2009 NSS Convention 10-24-15:32, 03-25-06:19, 11-05-05

The 2009 NSS Convention will be held in conjunction with the International Congress of Speleology (ICS) on July 19-26 at Schreiner University, Kerrville, Texas. The organizing committee for the ICS shall be the organizing committee for the NSS Convention. The NSS Administrative Vice President shall appoint a Chairman for the NSS 2009 Convention to serve on the ICS Organizing Committee. The Convention Chairman will report to the NSS AVP.

83-912 Publications Review Committee 10-24-15:35, 07-13-15:58

A committee shall be formed under the EVP for the purpose of reviewing NSS publications for cave location data that may be redacted with the approval of the EVP.

18-527 Gage Caverns Restricted Fund 10-29-16:14, 03-23-02, 04-07-01, 08-06-93

The purpose of the Gage Caverns restricted fund is to provide funds in support of NSS operation and maintenance of the Gage Caverns property in Schoharie County, New York. The Fund was established by donors. These funds may be spent by the Barton Hills Karst Preserve Committee chairman subject to approval by the NSS AVP.

18-839 John Guilday Restricted Fund 10-29-16:14, 08-02-10:11

The John Guilday Restricted Fund is established to provide funds for the operation and maintenance of the John Guilday Caves Nature Preserve property in Pendleton County, West Virginia. The Fund is established by donors. These funds may be spent in accordance with the donor's stipulations, by the John Guilday Caves Nature Preserve Committee chairman subject to the approval of the Administrative Vice President.

18-717 NSS Northeast Cave Preserve Fund 10-29-16:14, 03-23-02

The purpose of the NSS Northeast Cave Preserve Fund is to provide funds in support of NSS operation and maintenance of NSS cave preserves in the northeast United States. The Fund will consist of donations. These funds may be spent by the cave preserve committee chairman subject to the Administrative Vice President's approval.

18-519 Schoharie Caverns Fund 10-29-16:14, 03-23-02, 06-30-00, 08-06-93

The Schoharie Caverns Fund consists of donations and camping fees, which are used to rebuild and maintain the Schoharie cabin and Preserve. These funds may be spent by the chairman of the Schoharie Cabin Management Committee subject to the approval of the Administrative Vice President.

18-707 Shelta Cave Preserve Fund 10-29-16:14, 03-23-02, 07-27-01

The Shelta Cave Preserve Fund is established as a temporary restricted fund dedicated to supporting the management of Shelta Cave, including costs associated with removal of current gate, construction and maintenance of effective sinkhole enclosures, cave environment monitoring and other costs necessary to preserve and protect the cave. The fund consists of donations.

83-628 Market Analysis Committee 10-29-16:16, 11-07-10:25, 08-15-08:23, 03-27-99

The Market Analysis Committee is in the Department of the Executive Vice President. The committee evaluates and conducts market research for proposed non-periodical publications to be published and sold by the NSS. The committee is responsible for producing a report based on its research and assessment of the project, to provide information for the Executive Committee and the Board to use when deciding whether to pursue the project.

The committee report should include such factors as:
--a description of the publication;
--a general review and assessment of the publication;
--the potential audience and market for the book;
--an evaluation of any relevant NSS Bookstore sales figures available for similar books;
--the retail prices of similar books on the market;
--any direct competition the book may have;
--any special advertising or sales strategies;
--and any other factors the committee thinks are relevant.

Based on the above, the committee will prepare estimations of the number of copies of the proposed publication the NSS bookstore reasonably could expect to sell over a three year period.

The committee will submit a detailed report with recommendations to the Executive Committee, through the EVP, that will be considered when discussing a NSS non-periodical publication proposal. The Executive Committee will include the committee's report with the data they present to the Board to support their publishing recommendations.

26-823 NSS Headquarters Commission 03-25-17:6, 11-07-09:6

The NSS Headquarters Commission (HQComm) is established in the Department of the President. The duties, responsibilities, and privileges of the HQComm are specified in the NSS Headquarters Commission Charter (Charter), which is hereby approved. The facilities described in the Charter will be completed no later than December 2015. See Appendix AY.

APPENDIX AY

November 7, 2009:6
Dissolved March 25, 2017:6

NSS HEADQUARTERS COMMISSION CHARTER

A. The National Speleological Society Headquarters Commission (HQComm) is located in the President's Department and is established to enable the National Speleological Society (NSS) to fulfill its vision of having a modern headquarters facility which brings the administrative office, bookstore, library, and archives together in one location. The HQComm's responsibilities shall include:
Creation of written operating policies and procedures
Site selection and acquisition
Facilities specifications and design
Development of project schedule
Obtain permits and zoning changes
Selection and supervision of contractors
Financing
Fundraising
Status reports at each BOG meeting

B. The HQComm will place a high priority on the protection and preservation of the environment in general and of caves and karst specifically, and conduct this project as a demonstration of appropriate techniques for developing on karst lands.

C. The HQComm shall consist of a Chairman, the OVP and four other members. The President shall appoint the Chairman, subject to approval by the NSS Board of Governors. The Chairman will appoint the other members subject to approval of NSS Board of Governors.

D. The HQComm will create a general project schedule and develop a preliminary budget, to be approved by the Board, before beginning other planning and will keep the President apprised of any changes to the schedule or budget.

E. The HQComm shall operate in accordance with a budget developed by the Commission and approved by the Board of Governors. The HQComm shall appoint a Financial Officer to monitor all financial activity and to make regular reports to the NSS Secretary-Treasurer. All financial accounting and disbursements for the HQComm shall be handled in accordance with the Acts of the Board of Governors and NSS financial processes and reporting requirements.
F. The HQComm may engage the services of architects, designers, grant writers, contractors, and similar professionals as needed.

G. The HQComm will obtain Board approval, prior to proceeding, at the following major checkpoints:
Prior to purchasing real estate
Upon completion of conceptual design
Upon near completion of architectural plans
Prior to engaging contractors and beginning construction

H. At any point where the HQComm requires Board approval, it may request an e-mail vote if it determines that timeliness is important. Such e-mail vote will proceed according to the NSS standard protocol.

I. The HQComm is authorized to solicit contributions and grants to the Society, and to engage in fund-raising activities. All contributions and grants received by the HQComm are the property of the NSS, and shall be used in accordance with any stipulations attached to them. The HQComm Financial Officer shall provide a detailed accounting of their use.

63-450 Grant Committee 003-25-17:20, 10-05-02, 06-28-85

The Grant Committee, a permanent committee in the President's Department, is responsible for submitting grant proposals to appropriate private foundations and government agencies to further the interests and goals of the Society.

26-578 NSS Cave and Karst Acquisition Committee -25-17:21, 11-06-04, 03-20-04, 11-02-96

The NSS Cave and Karst Acquisition Committee is established in the department of the Administrative Vice President. This committee shall develop criteria for determining if a cave or karst land is suitable for ownership by the NSS, or deserving of NSS support for acquisition by an NSS internal organization or other responsible cave-interested group. Cave acquisition is defined as acquiring control of a cave or karst land by purchase, lease, easement, donation, or other contractual means. This committee shall study and make recommendations to the Board on proposals to acquire or manage new cave or karst properties and shall encourage Conservancies and other cave-interested groups to actively seek to identify caves suitable for acquisition.

18-714 Headquarters Fund 06-19-17:17, 03-23-02

The purpose of the Headquarters Fund is to furnish capital for the purchase or maintenance of real property to house offices of the Society and to purchase additions or improvements to the office building, equipment, software, and fixtures. The Fund was established through donations. The principal, or any part thereof, of the Headquarters Fund shall be returned to the Society to be used for these purposes upon passage of a suitable resolution by a majority vote of the Board of Governors of the Society. (See Attachment B of Appendix C.)

ATTACHMENT B HEADQUARTERS TRUST FUND
(Dissolved 06-19-17:17)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the Headquarters Fund.
2. The purpose of the Headquarters Fund is to furnish capital for the purchase or maintenance of real property to house offices of the Society and to purchase additions or improvements to the office building, equipment, software and fixtures. The principal, or any part thereof, of the Headquarters Fund shall be returned to the Society to be used for these purposes upon passage of a suitable resolution by a majority vote of the Board of Governors of the Society.
3. The Foundation will reinvest the net income and capital gains distributions from the Headquarters Fund in the Fund.
4. The Foundation, upon passage of a suitable resolution by a 2/3 vote of the Board of Governors of the Society, shall transfer any part, or all, of the Headquarters Fund to another of the Individual Funds.
5. The Foundation may make loans to the Society from the Headquarters Fund on passage of a resolution requesting such a loan by a 2/3 vote of the Board of Governors of the Society. The granting of such a loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the Headquarters Fund during one calendar year shall not exceed 20%

of the Headquarters Fund, and the total of all such loans outstanding at one time shall never exceed 50% of the Headquarters Fund, with the loaned funds considered part of the Fund.
6. This attachment has been approved by the Board of Governors of the Society on the 22nd day of March, 1997, and by the Board of Trustees of the Foundation on the 23rd day of March, 1997.

NATIONAL SPELEOLOGICAL SOCIETY, INC.
By: /s/ David Luckins
David Luckins, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.
By: /s/ Albert C. Mueller, Jr.
Albert C. Mueller, Jr., President

15-486 Headquarters Fund 06-19-17:18, 03-09-91
Proceeds derived from the NSS credit card, travel service, and rental car programs will be deposited in the Headquarters Fund. Net proceeds from the sale of the special 50th anniversary items will be deposited in the Headquarters Fund.

26-918 Fossil Cave 10-21-17:19, 07-18-16:22, 34
The AVP is authorized to spend up to $7,500 from the Cave Acquisition Fund to cover legal fees, taxes and other expenses related to transferring the title for the property containing Fossil Cave in Kentucky into ownership by the NSS. The Fossil Cave property donation shall be designated the Fossil Cave Nature Preserve. Art White will remain living on the property and become the caretaker until such time as he moves or passes away.

18-674 Endowment Fund 10-21-17:40, 03-25-06:9, 03-23-02, 11-04-00
The purpose of the Endowment Fund is to generate income and capital gains for approved projects and needs of the Society as determined by the Board of Governors. The Society and others may periodically provide donations and unrestricted funds for the Endowment Fund. The NSS shall invest funds in the Endowment Fund until the balance of the fund exceeds $500,000 so as to emphasize growth of the capital investment. The Fund was established by donors and is managed as a temporarily restricted quasi-endowment fund. By majority vote the Society's Board of Governors may require the return of up to 5.5%of the fund each year as income. (See Attachment N of Appendix C,)

18-694 Endowment Fund Allocation 10-21-17:41, 08-02-10:19, 11-04-00
The NSS shall allocate $5000 for the Endowment Fund in those years that the budget predicts a surplus.

ATTACHMENT N ENDOWMENT FUND
(Dissolved 10-21:40)

1. This attachment to the contract between the Foundation and the Society pertaining to the NSS Trust Funds (the contract) describes the purposes and conditions of the Individual Fund known as the NSS Endowment Fund.
2. The purpose of the Endowment Fund is to generate income and capital gains for approved projects and needs of the Society as determined by the Board of Governors.
3. The Society and others may periodically provide funds for the Endowment Fund.
4. The Foundation shall invest funds in the Endowment Fund until the balance of the fund exceeds $500,000 so as to emphasize growth of the capital investment. Thereafter the Foundation shall invest so as to emphasize either growth, or income, or both in accordance with written notice from the Society. Unless otherwise directed by the Society the Foundation shall reinvest the net income and capital gains distributions from the Endowment Fund in the Endowment Fund.

5. By a majority vote the Society's Board of Governors may require the return of any or all of the net income and capital gains earned by the NSS Endowment Fund during the preceding fiscal year.
6. By a two-thirds vote the Society's Board of Governors may require the return of any or all of the NSS Endowment Fund.
7. The Foundation may make loans to the Society from the Endowment Fund on passage of a resolution by the Society's Board of Governors requesting such a loan. The granting of such loan, its amount, rate of interest, and terms of repayment shall be at the discretion of the Foundation, except that the total amount of such loans from the Endowment Fund during one calendar year shall not exceed 20% of the Endowment Fund, and the total of all such loans outstanding at one time shall not exceed 50% of the Endowment Fund, with the loaned funds considered part of the Fund.
8. The Foundation shall report the Endowment Fund principal, incremental and accumulated net income, and capital gains in its reports to the Society.
9. This attachment was approved by the Board of Governors of the Society on March 22, 1997 and by the Board of Trustees of the Foundation on the 23rd day of March, 1997.

NATIONAL SPELEOLOGICAL SOCIETY, INC.
By: /s/ David Luckins
David Luckins, President

NATIONAL SPELEOLOGICAL FOUNDATION, INC.
By: /s/ Albert C.Mueller, Jr.
Albert C. Mueller, Jr., President

Act 18-674
Amended: 3-25-06:9, 3-23-02

83-448 1982 NSS National Convention Field Trip Guide 03-17-18:7, 07-13-90
The President is authorized to sign an agreement on behalf of the Society granting Charles Larson the non-exclusive right to publish and distribute the 1982 National Convention's Geology and Biology Field Trip Guide subject to paying the Society a royalty.

18-526 NSS Museum Restricted Fund 03-17-18:14, 03-23-02, 11-07-98, 08-06-93
The purpose of the "NSS Museum" restricted fund is to provide funds for NSS Museum capital equipment. The fund was established through donations. These funds may be spent by the NSS Museum chairman subject to OVP approval.

18-638 *Guide to Responsible Caving Fund* 03-17-18:16, 03-23-02, 10-23-99
The purpose of the *Guide to Responsible Caving* Fund is to provide money for the publication *The Guide to Responsible Caving*. The Fund was established by transfers of unrestricted funds. The Operations Vice President may spend these funds based upon a budget approved by the Board.
18-842 WNS Education Fund 03-17-18:18, 08-02-10:14
The WNS Education Fund is established to provide funding for public education and outreach regarding White Nose Syndrome. The Fund is established by donors and may be spent by chairman of the Ad Hoc WNS Liaison Committee, with the approval of the President. When no longer needed, any remaining funds may be used for public education and outreach on other speleological issues.

16-784 Exceeding Department Budgets 03-17-18:21, 07-08-05
Officers are authorized to exceed their department’s budget by 5% during the fiscal year.

18-270 Building Repair Fund 07-30-18:19, 03-23-02, 02-20-88, 03-12-83,03-23-74

The purpose of the Building Repair Fund is to finance major maintenance and repairs on the NSS office building. It will be periodically augmented through transfers of unrestricted funds and may be spent by the Operations Vice President based upon a budget approved by the Board of Governors.

18-721 Office Equipment Fund 07-30-18:20, 03-23-02

An office equipment fund is established for the purpose of financing maintenance or replacement of office equipment or software. It may be periodically augmented through transfers of unrestricted funds and may be spent by the Operations Vice President based upon a budget approved by the Board of Governors.

15-869 Division 6 Quarterly Report 07-30-18:24, 10-27-12:20

The Board of Directors is to be provided a quarterly report on the income to and the expenditures from Division 6.

83-660 Advertising Policy for NSS Publications 07-30-18:31, 03-18-00

Appendix AP, Advertising Policy for NSS Publications is adopted.

APPENDIX AP

March 18, 2000
Amended 04-02-11:11, 10-05-02
(Refer to Act 83-660)

ADVERTISING POLICY for NSS PUBLICATIONS

Advertisements should be related to the Society's research, education, conservation, exploration and recreation missions and supporting those goals. There may be exceptions to this policy with Special Issues, if the advertisement relates to the Special Issue.

Advertisements in NSS electronic or printed media should not express or suggest thoughts or actions contrary to the goals and mission of the NSS.

If they don't counter this policy, individual electronic or printed media advertising policies are permitted and encouraged to more clearly achieve the publication focus.

Each periodical, i.e. *News, Journal of Caves and Karst Studies* (JCKS), *American Caving Accidents* (ACA), *Members Manual* (MM) and *Speleo Digest* (SD) can set its own advertising rates independently from the other periodicals with the following guidelines. The NSS web site can set its own advertising rates independent of other advertising rates.

- A "new advertiser" will be considered an advertiser who has not yet completed an advertising cycle of the periodical, which is twelve (12) issues of the *News*, three (3) issues of JCKS, and one (1) issue each of ACA, MM and SD.
- A "regular advertiser" will be considered an advertiser who has completed an entire annual cycle of the periodical, which is twelve (12) issues of the *News*, three (3) issues of JCKS, and one (1) issue each of ACA, MM and SD.
- Any time the advertising rates are changed, the new rates will be reported to the appropriate Vice President.
- A "regular advertiser" reverts to a "new advertiser" if the advertiser misses more than 50 percent of an annual publication schedule.

- Premium advertisement pages (e.g. back cover, inside back cover, and facing principle articles) may exceed the advertising minimum as the market determines.
- Any advertiser may be refused further advertising due to late or non-payment of previous bills.
- Issues determined as "Special Issues" may exceed the advertising minimums defined above.

Publication editors, the Webmaster, and their overseeing Officers reserve the right to decline or remove any advertising that is in conflict with the stated goals and mission of the NSS.

66-903 Website Advertising -30-18:32, 07-13-15:25
The marketing of appropriate banner or box advertising on the NSS website is approved. All such advertising presented on the website is to be non-expandable until after click-through. Pop-up advertising is not permitted. Such web-based material can be marketed as stand-alone advertising or in conjunction with print advertising sold in Society publications.

43-442 Award for the Best Paper on a Show Cave 11-10-18:8, 03-23-85
The National Caves Association shall be permitted to give an award for the best paper regarding a show cave presented by an NSS member at each convention. The winner shall be chosen at the convention by a committee consisting of NCA members and one member of the NSS Awards Committee.

18-794 Beckers Cave 11-10-18:9, 10-13-07:13
$5000.00 is applied from the Fund for Litigation to Protect Caves to support the Northeastern Cave Conservancy's effort to save Beckers Cave, Schoharie, New York. Receiving this grant is conditional on the Conservancy receiving full party status in the lawsuit.

18-845 Schoharie Cave and Barton Hill Nature Preserves 11-10-18:10, 08-02-10:21
The AVP is authorized to use up to $3000 from the Fund for Litigation to Protect Caves to support legal efforts for the Schoharie Cave Nature Preserve and the Barton Hill Nature Preserve.

19-814 White Nose Syndrome Rapid Response Fund 12-06-18, 08-15-08:35
The White Nose Syndrome (WNS) Rapid Response Fund is created to provide timely funding for research into WNS. This Fund will be jointly administered by the Chairman of the Research Advisory Committee and the NSS Liaison to the WNS research community. Within two weeks of receipt of a proposal consistent with the evolving consensus for research priorities, and upon approval of both administrators and the NSS President, the NSS shall release funds for the proposed research. Grants may only be spent directly on field expenses, lab expenses, or supplies directly related to the approved research. The administrators will jointly develop criteria and guidelines for these grants, to be approved by the President, and shall make reports to the Board at its regular meetings concerning the status and progress of the research. When, in the opinion of both administrators, these funds are no longer needed, any residual amount will be transferred to the NSS Bat Research and Protection Restricted Fund. This is a donor established fund. (Editor's note: S-T advised that the fund administrators determined that funds were no longer needed and the fund was closed.)

19-723 Peter Gomez Fund 03-23-19:7, 03-23-02
The purpose of the Peter Gomez restricted fund is to support the scientific study of underwater karst. The Fund was established by donors. These funds may be spent by a committee established by the NSS Cave Diving Section Board of Directors subject to NSS Executive Vice President approval. The CDS committee shall administer the grant program subject to a plan approved by the CDS Board of Directors and the NSS Executive Vice President. The plan will be provided to the NSS Board of Governors and included in the NSS Board of Governors Manual.

18-623 NSS Library/Museum Building Trust Fund 03-23-19:8, 03-23-02, 11-07-98

The NSS Library/Museum Building Trust Fund is created to hold moneys designated for the purchase of land and the construction of a building or buildings to house the NSS Library, or the NSS Museum, or both either in separate buildings or combined in the same building. The purpose includes the design, construction and outfitting of an appropriate building or buildings including all normal and customary offices, display areas, stacks, archive facilities, research rooms, storage facilities, utilities, and equipment such as environmental and fire prevention and control systems appropriate to the irreplaceable nature of the collections to be housed in the Library or Museum. Procuring furniture, computer equipment, and other capital items associated primarily with the outfitting of an NSS Library or Museum also are proper uses of the moneys in the Fund. Such a building or buildings may, or may not, include existing structures, or portions of existing structures, located on the present NSS property in Huntsville, Alabama. It is intended that the fund be funded through donations. After completion of the construction and outfitting of a central facility or facilities to house the NSS Library, or the NSS Museum, or both, any remaining moneys in the Fund may be used for the acquisition of speleologically-significant publications and memorabilia to be housed in the NSS Library and/or Museum. No moneys from the Fund will be used to pay for the ordinary operation of the NSS Library and/or Museum including such expenses as personnel salaries. Decisions regarding the use of this fund for the above purpose shall be at the discretion of a two-thirds majority of the NSS Board of Governors. (See Attachment P of Appendix C.)

18-726 NSS Library Book Sales 03-23-19:9, 06-28-02
The net income from selling books donated to the NSS library shall be deposited in the NSS Library Fund.

18-530 Salon Restricted Fund 03-23-19:16, 03-23-02, 10-23-99, 08-06-93
The purpose of the Salon Restricted Fund is to support NSS Salons. The Fund consists of donations, salon entry fees, and transfers of unrestricted funds. These funds may be spent by the NSS Salon Committee chairman subject to the Administrative Vice President's approval.

18-719 NSS Publication Trust Fund 03-23-19:23, 10-29-16:3, 03-23-02
The purpose of the NSS Publication Trust Fund is to provide funds for the publication of art and literature by the NSS. It was established through the transfer of restricted funds and may only be spent for this purpose. It may be spent by the Executive Vice President based upon a budget approved by the Board of Governors. Any withdrawals are repaid through sales of the publication for which the money was withdrawn. (See Attachment O of Appendix C.)

18-862 Photo Salon Equipment Fund 06-17-19:8, 06-29-12:24
Up to 3% of the profit from each Convention, not to exceed $500 annually, will be placed in the Salon Restricted Fund for the purchase of new equipment for the Photo Salon.

57-571 Project Underground Directors 06-17-19:11, 03-15-03, 07-21-95
The Administrative Vice President shall appoint three NSS representatives to the Project Underground Board of Directors. The Board of Governors shall confirm such appointments and they shall be listed as part of the Education Division in the Administrative Vice President's Department.

57-545 Project Underground 06-17-19:16, 03-27-99, 03-05-94
The Society will co-sponsor, with the Richmond Area Speleological Society (RASS), "Project Underground", a supplemental environmental education program. Any contract or financial obligation must be further approved by this Board. The NSS agrees to work with RASS to solicit donations and grants and expand the program nationally.

APPENDIX AM
March 16, 1996

(Refer to Act 57-545)
Amended 08-09-13:27, 03-20-04. Deleted 11-09-19:10

MEMORANDUM of UNDERSTANDING
between
PROJECT UNDERGROUND, INC.
and the
NATIONAL SPELEOLOGICAL SOCIETY

This Memorandum of Understanding ("MOU") is made and entered into by and between the National Speleological Society, Inc. (hereafter referred to as the "NSS"), and Project Underground, Inc. (hereafter referred to as "Project Underground") (collectively referred to as the "Parties"). This MOU serves to replace prior MOUs and similar agreements entered into between the Parties.

I. PURPOSE

The purpose of this MOU is to provide a framework between the NSS and Project Underground to facilitate cooperation and mutual support between the Parties to (i) enhance education and public awareness about cave and karst resources, and (ii) promote the proper management, protection, conservation, and restoration of cave and karst environments. In part, this MOU seeks to advance the following:

1) The knowledge and appreciation by educators, stakeholders, community members, and all other interested individuals and parties of caves and karst, and the value of protecting and managing these resources; and

2) The initiation, promotion, facilitation and incorporation of cave and karst resource education within the classroom, field settings, and environmental programs.

II. STATEMENT OF MUTUAL INTERESTS AND UNDERSTANDING

Project Underground is a national non-profit organization providing interdisciplinary instructional programs through train-the-trainer and in-service workshop models. Project Underground's mission is to build awareness and responsible attitudes towards cave and karst resources, including groundwater, and their management needs among the general public through educational and interpretive programs. Project underground strives to develop focused educational materials that address the importance and fragility of the karst environment, disseminate such materials, educate teachers and other educators on the use of such materials, and encourage their wide spread use. The environmental education programs are designed for (i) educators of all types, (ii) staff of show caves, parks, museums, and nature centers, and (iii) instructors working with interested parties. Participants in Project Underground activities gain
an understanding of the value of cave and karst resources and ecosystems and the impact of human activities to them.

The NSS is a volunteer organization of cavers and speleologists dedicated to the study and science of speleology and the protection of caves and their natural contents. The NSS understands that education is fundamental to the long-term protection of caves, karst, and their contents.
It is the desire of both Parties to cooperate fully in matters relating to the development, distribution, and effective use of educational materials, programs, and resources that can assist in educating others about caves and karst.

III. MUTUAL AGREEMENT AND UNDERSTANDING

In consideration of the above premises, the Parties agree as follows:

1) The NSS and Project Underground shall support each other's educational programs and initiatives and provide access to expertise and educational program information when it is requested by the other Party. This shall include, but is not limited to (i) permission to reprint copyrighted materials following receipt of permission from the other Party through written approval, (ii) distribution of each other's materials at events and workshops, (iii) offering opportunities to participate in events and programs, and (iv) providing resources and contacts to support educational projects; and

2) The NSS and Project Underground shall each be recognized as a contributor in all printed, digital, audio-visual, and electronic materials associated with collaborative educational initiatives, programs, and projects; and

3) The NSS shall support Project Underground at the annual NSS National Conventions by providing support staff and funding to conduct educational programs; and

4) The NSS and Project Underground shall collaborate to develop future environmental educational programs related to cave and karst resources, and work together to secure funding and resources to implement such programs.

Liaisons
The NSS Administrative Vice President shall serve as a liaison to Project Underground. This person shall establish an effective working relationship with Project Underground, inform the Project Underground Board of Directors of upcoming NSS business meetings, minutes, and opportunities, and be the conduit for Project Underground to the NSS's infrastructure. The NSS Administrative Vice President, in consultation with the National Coordinator of Project Underground shall designate no less than three NSS members to serve as directors of the Project Underground Board. These members are to be appointed and confirmed at the NSS Board of Governors' summer meeting.

Project Underground shall designate a representative of its Board of Directors to maintain a liaison with the NSS.

Modification and Termination

1) This MOU in no way restricts Project Underground or the NSS from participating with other public and private agencies, organizations, and individuals or from accepting contributions and gifts for the improvement, development, administration, and operation of cave and karst education programs.

2) This MOU may be revised, as necessary, by the issuance of a written amendment, consented to, signed and dated by both Parties.

3) Both Project Underground and the NSS may terminate this MOU by providing sixty (60) days written notice to the other Party. Unless terminated, this MOU will remain in full force and effect.

Effective date
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the last written date below.
National Speleological Society, Inc.
Approved 08/09/2013

/s/_____
William Shrewsbury, President

Project Underground, Inc.

Approved 08/09/2013

/s/_____
Carol Zokaites, National Coordinator

56-917 Convention Financial Officer 11-09-19:13, 07-18-16:12
The position of Convention Financial Officer (CFO) is created in the Department of the Secretary/Treasurer. The CFO will assist and advise the individual Convention Treasurers, process each convention's financial activity in QuickBooks and assure that convention accounting is closed by the fall BOG meeting following the Convention. The CFO will not have signature authority on Convention checking account(s). The CFO will work closely with the Chief Accounting Manager to assure a timely annual closing of the NSS's financial records, and timely audits.

26-444 Acquisition of Cave Properties 03-07-20:7, 06-28-85
Guidelines for acquisition of cave properties are approved. (See Appendix L)

26-796 NSS Office, Library and Museum Headquarters 03-07-20:7, 04-04-09:13, 11-08-08:7, 03-18-08:10
The NSS will construct or purchase a building to house the NSS Office, Library and Museum on a site to be selected before the close of the November 7, 2009 NSS Board of Governors Meeting in Birmingham, AL.

The NSS Office, Library, and Museum Headquarters proposal submission period will end noon April 4, 2009 at the NSS Board of Governors meeting in Colorado Springs, Colorado.

26-824 NSS Headquarters Location 03-07-20:7, 11-07-09:11
In compliance with Act 26-796 the Board of Governors recommends Kentucky to the Headquarters Commission, as the general vicinity to construct or purchase a headquarters facility to include the NSS Office, Library, and Archives.

26-830 NSS Office to Remain in Huntsville 03-07-20:7, 11-07-09:21
The NSS will maintain its office in Huntsville until such time as a new headquarters facility has been completed.

50-244 Federal Land 03-07-20:7, 08-18-72
The NSS should urge federal retention of all known Alaskan limestone and pahoehoe lava and granitic pseudokarstic areas until their speleological potential has been adequately studied.

63-423 Fundraising Fund 03-07-20:7, 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 Committee shall be allocated to this fund.

97-663 TV/Video Production Committee 03-07-20:7, 03-18-00
The I-MAX committee is dissolved and its functions are assumed by the TV/Video Production Committee in the department of the Administrative Vice President. The members of the I-MAX Committee become members of the TV/Video Production Committee.

97-698 Video Projection System 03-07-20:7, 04-07-01
$5500 is obligated from the Convention Surplus Fund for the purchase of a video projection system to be used for the NSS conventions and other NSS sponsored events as needed.

19-775 International Support Fund 07-25-20:5, 03-25-06:18
A loan of up to $6000 may be withdrawn from the International Support Fund for use by the International Congress of Speleology Organizing Committee in planning and hosting the 2009 International Congress of Speleology.

65-768 2009 International Congress of Speleology 07-25-20:5, 03-25-06:17, 11-05-05
The NSS will host the 2009 International Congress of Speleology (ICS), July 19-26, 2009 at Schreiner University, Kerrville, Texas. The 2009 ICS Organizing Committee is created in the Department of the President.

83-793 Guidebook for 15th International Congress 07-25-20:5, 10-13-07:10
The Guidebook for the 15th International Congress of Speleology in Kerrville, Texas, authored by Art Palmer, will be funded with $10,000.00 for the publication of 1,000 additional copies.

26-914 Thompson Gulch Karst Nature Preserve 07-25-20:10, 07-18-16:35, 36, 10-24-15:37
Pursuant to the acquisition of property for a cave preserve in South Dakota, the Administrative Vice-President is authorized to spend $20,000 from the Cave Acquisition Fund for closing purposes and $10,000 per year 4% simple interest for a final purchase price of $70,000. The South Dakota cave property acquisition shall be designated Thompson Gulch Karst Nature Preserve and the management committee is established.

12-951 Executive Director Exploratory Committee 11-07-20:18, 03-07-20:12, 11-09-19:17
An Executive Director Exploratory Committee shall be established in order to define the role of and propose a funding source to hire an Executive Director to oversee the administration, programs, and strategic plan of the NSS. The Chairman of the Directorate, with the concurrence of the Directorate, is responsible for the selection of the Chair of the Executive Director Exploratory Committee. The Executive Director shall be responsible for leading fundraising, marketing, education, and community outreach programs for the NSS. The Executive Director shall report to the Board of Governors.

88-930 Cave Management Advisory Committee for Research 11-07-20:19, 06-19-17:8
The Cave Management Advisory Committee for Research (CMACR) is established in the department of the Administrative Vice President (AVP) to encourage and advise cave management research. Organizations and persons engaged in cave management research may apply to affiliate with the NSS by agreeing with the purposes of the NSS, and applying in writing to the CMACR. Approval of said standing is at the discretion of the AVP. The approved research projects may use any of the following descriptions: "A Cave Management Research Project of the National Speleological Society," "An NSS Cave Management Study," or similar description. Grant requests from affiliated cave management researchers should be sent to this committee for review and then to the NSS Research Advisory Committee for its consideration.

01-588 Officer Assistants 11-07-20:21, 03-22-97
Officers may appoint staff assistants to help them in managing their committees, subject to confirmation by the Board. Staff assistants serve at the pleasure of the officer, or until the end of the officer's term. Staff assistants are committee chairman.

40-936 Reappointment of Division Chiefs, Liaisons, and Committee Chairs 11-07-20:24, 10-21-17:21
Division chiefs, liaisons, and committee chairs that directly report to an officer are appointed for 2-year terms, renewable by the officer and approved by the board. It is the responsibility of the Officer to implement appointments on an alternating basis to sustain continuity and experience.

01-950 Authorization to Hire an Accountant Self-Expired, 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. (Moved to Repealed Section 12-15-20)

84-324 Members Manual Committee 03-13-21:13, 04-02-11:15, 11-07-10:9, 04-04-09:17, 08-05-96, 03-23-85, 10-23-76, 03-21-81
The annual *Members Manual* shall include the membership list and may include other materials of interest to the membership such as descriptions of services, committee functions or activities, annual reports from the officers or important committees, or other similar material. The Members Manual Committee is transferred to the Executive Vice President's Department and shall be responsible for providing all editorial material for the Manual other than the membership list. The Manual shall be published annually on a schedule to be determined by the EVP, with the approval of the Executive Committee. Funds for the publication of the Manual shall be budgeted in the fiscal year corresponding to the intended publication date.

84-344 Membership List 03-13-21:13, 03-18-78
The annual membership list shall include the names and addresses of all members, and the names, addresses, and officers of all Internal Organizations and NSS activity groups (Conservation Task Forces, Study Groups, Projects, Expeditions, and Field Trips).

84-401 *Members Manual* Content 03-13-21:13, 10-30-82
Starting with the 1984 *Members Manual*, the manual shall list the telephone numbers of NSS members when such information is available. The NSS Office shall solicit telephone numbers from NSS members through membership application and renewal forms. Starting in January, 1983, telephone numbers shall be included in the NSS computer membership records.

84-460 Overprinting 03-13-21:13, 06-27-86
The NSS *Members Manual* is to be overprinted by the approximate number of new members joining in the previous year.

84-497 Institutional Members 03-13-21:13, 08-07-92
Institutional Members of the NSS will be included in every annual NSS membership list.

84-520 Institutional Members 03-13-21:13, 08-06-93
Institutional Members of the NSS shall be additionally listed separately in the annual *Members Manual.*

66-764 NSS Discussion Forum 03-13-21:10, 08-15-08:22, 11-05-05
1. The NSS will maintain a Discussion Forum in connection with its Web site.
2. The Discussion Forum is a subcommittee under the Information Technology Committee with the following conditions:
   a. The Administrator is appointed by and reports to the Operations Vice President.
   b. The Discussion Forum Budget is developed by the Administrator and the Operations Vice President.
   c. The Chairman of the Information Technology Committee is responsible only for technical advice and software maintenance.
3. The Discussion Forum Management Team will consist of the Operations Vice President, the Discussion Forum Administrator, and the Administrator's assistants and moderators.
4. The Administrator is responsible for appointing assistant administrators or moderators as

he sees fit.

5. The Administrator is responsible for establishing forums or subdivisions of the discussion Forum and may add, delete, or modify these forums as becomes necessary or desirable.
6. The Administrator and the Operations Vice President are responsible for establishing and enforcing "Terms of Service" the rules under which the Forum and other social Web sites under the jurisdiction of the sub-committee will operate.
7. Any member of the Management Team may remove, edit, move, or lock any post that violates the Terms of Service.
8. The Administrator has the authority to ban any member who continues to violate the Terms of Service.
9. The Discussion Forum administrator is chairman of the sub-committee that is responsible for other similar social Web sites for cavers sponsored by the NSS, such as and including NSS Online Cavers and NSS Cavers Flickr photo group. Administrators for these sites are appointed by the NSS Forum administrator.

26-825 Commercial Storage Space 07-24-21:5, 11-07-09:12

The OVP is authorized to seek, within the immediate Huntsville area, the rental or purchase of a small (~3,000 sq ft) commercial building to be used as a temporary storage facility during the NSS Headquarters Project. The OVP will submit all proposals to the Board for their approval.

18-668 Lawsuit Defense 07-24-21:6, 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.

26-634 Pautler Cave Acquisition Grant 07-24-21:8, 07-12-99

The NSS shall donate up to $5000.00 from the Cave Acquisition Fund towards the purchase of Pautler Cave, Monroe County, Illinois, by the Karst Conservancy of Illinois.

08-675 Clarification of Mail 07-24-21:10, 06-30-00

The Board of Governors understands the word *mail* in Section XII, Paragraph A(2) of the Bylaws of the Society to include any means of transmission capable of producing a verbatim written instrument in the hands of the recipient, including e-mail and facsimile as well as original hard copy via the U.S. Postal Service or private courier. The Board further understands that the one-month notice required runs from the date of transmission.

06-851 Electronic Balloting 07-24-21:11, 04-02-11:17

Beginning in 2012, balloting of the membership for the NSS Board of Governors director elections will be conducted electronically, with a provision for alternative voting methods for members without online access, and provided that the projected total cost of electronic voting is less than the projected total cost of paper balloting.

06-014 Secrecy 07-24-21:13, 04-01-50

All ballots will be secret.

06-183 Mail Ballots 07-24-21:26, 04-07-01, 08-24-68, 11-16-68

An action requiring approval of the Board of Governors may be voted upon by mail between Board meetings, subject to the following provisions. Mail includes any means of transmission capable of producing a verbatim written instrument in the hands of the recipient, including email and facsimile as well as original hard copy via the U.S. Postal Service or private courier. No action regarding legal or personal matters appropriate to closed session will be conducted by electronic means.

(1) Mail ballots may be conducted only by the President. The President may call for a vote by mail if need for the ballot is (a) agreed at the prior Board meeting after discussion of the issue and upon a stated contingency, or (b) at the request of four members of the Board.

(2) To be adopted, an action voted upon by mail requires a two-thirds affirmative vote of the entire Board of Governors.

(3) Neither Bylaw changes nor matters for which the Bylaws or the Acts require a meeting of the Board may be acted upon by mail ballot.

(4) The text of any matter that was the subject of a mail ballot, with the vote of each member thereon, will be read into the minutes of the subsequent meeting. Such matters will be subject to reconsideration as if considered immediately before such reading, or upon the motion of a member who did not receive timely notice.

(5) When presenting an issue for a mail ballot the President will announce a deadline for the end of discussion and the receipt of votes which allows time for deliberate discussion and for the participation of any Board member who must be contacted by postal mail or courier. The President shall facilitate the exchange of comments among such members and those using electronic means. In no case shall the deadline be less than 12 days; provided, the President may entertain a motion to close debate and advance the deadline. Votes are subject to each member's reconsideration until the approved deadline.

(6) Unless the issue concerns legal or personal matters appropriate to closed session, the President shall post notice of the proposed action to the Society web site not later than the day following the transmission of the call for the vote, and is encouraged to post additional notices to national and regional caver mail lists and discussion groups.

(7) No expenditure in excess of one percent of the Society's operating budget may be approved by mail ballot unless the expenditure is from a restricted fund.

(8) This Act is adopted as Special Rule of Order, and is subject to amendment only in a regular meeting of the Board of Governors. [Act Section 6 – Ballots has been deleted.]

50-264 Hellhole Cave 07-21-21:14, 11-21-81, 8-1-80, 11-3-73

The National Speleological Society supports and encourages the 7-1/2 month mandatory moratorium on visits to Hellhole Cave, Pendleton County, West Virginia, specified by the U.S. Fish and Wildlife Service to protect the cave's endangered bat colonies, and requests all cavers, regardless of affiliation, to honor this moratorium.

26-657 Billy Clay Pit Acquisition Grant 07-24-21:15, 03-20-04, 03-18-00:27

The NSS shall provide a grant of up to $5,000. from the Cave Acquisition Restricted Fund to the MidAtlantic Karst Conservancy towards the purchase of Billy Clay Pit and associated property, Pocahontas County, West Virginia.

26-701 McClungs Cave Acquisition Grant 07-24-21:16, 07-27-01

The NSS shall provide a grant of $5,000 from the Cave Acquisition Restricted Fund to the West Virginia Cave Conservancy towards the purchase of the Lightners entrance of McClungs Cave and associated property, Greenbrier County, West Virginia.

26-702 Sellecks Karst Preserve Acquisition Grant 07-24-21:17, 07-27-01

The NSS shall provide a grant of $5000 from the Cave Acquisition Restricted Fund to the Northeastern Cave Conservancy Inc. toward the purchase of the Sellecks Karst Preserve in Schoharie County, New York.

26-742 Kipuka Kanohina Cave Acquisition Grant 07-24-21:18, 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 acreage owned to 81.

26-746 Wayne Cave Acquisition Grant 07-24-21:19, 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, Indiana.

26-760 Robinson Ladder Cave Preserve Grant 07-24-21:20, 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 07-24-21:21, 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.

26-843 Gilley Cave Acquisition Grant 07-24-21:22, 08-02-10:15

$1000 is granted to the Appalachian Cave Conservancy from the Cave Acquisition Fund for the purchase of Gilley Cave in Virginia.

26-848 Berome Moore Cave Acquisition Grant 07-24-21:23, 11-07-10:19

The NSS Board of Governors approves a request from the Middle Mississippi Valley (MMV) Grotto for a $5,000 grant to the Missouri Cave and Karst Conservancy for the acquisition of the Berome Moore Cave entrance along with cave rights and right-of-way. The cave is located in Perry County, Missouri. A closing date of December 1, 2010 has been scheduled.

26-860 Shawnee Karst Preserve Acquisition Grant 07-24-21:24, 03-31-12:20

A grant of $5,000 to the Indiana Karst Conservancy to assist in the purchase of Shawnee Karst Preserve in Laurence County, Indiana is approved.

26-927 Grant to Southeastern Cave Conservancy 07-24-21:25, 03-25-17:8

$5,000 from the Cave Acquisition Fund is allocated to the Southeastern Cave Conservancy, Inc. (SCCi) to contribute to the purchase of a parcel of land containing the entrance of their newest cave preserve in Kentucky. The preserve will be managed by the SCCi. The NSS permits this grant to be used for matching purposes to incentivize additional giving if so chosen.

26-709 Warren Nature Preserve Land Survey 12-04-21:5, 03-20-04, 10-20-01

Up to $1000 is allocated from the current year's income from the Cave Preserves Fund to re-survey the Warren Nature Preserve and place monuments as needed.

26-731 Great Expectations Cave Acquisition 12-04-21:5, 10-05-02

The NSS President is authorized to take those actions necessary to acquire the upper entrance to Great Expectations Cave (Great EX) in Wyoming provided the purchase price does not exceed $220,000. The NSS requests the NSF provide a loan of up to $220,000 from the NSS-NSF Trust Fund Attachment A, Life Membership Fund. The Secretary-Treasurer is authorized to enter into a loan agreement on behalf of the NSS as required to finance the purchase. The President will employ a local attorney to review all documents and provide other services as required. It is the resolution of the Board that if the NSS acquires Great EX Cave that the cave not be transferred to any other entity.

26-791 Lot 92 Adjacent to the Shelta Nature Preserve 12-04-21:5, 10-13-07:4, 24

The NSS will purchase Lot 92, a.k.a. 2707 Cave Avenue, Huntsville, Alabama, at the price agreed upon by the Board. Funds for the purchase shall be taken from the Cave Acquisition Fund. Up to $5000.00 shall be taken from the Shelta Cave Preserve Fund to pay for the removal of the house and cleanup of the property. Expenses in excess of $5000.00 will come from the Nature Preserve Fund. The OVP will represent the NSS and conduct the purchase.

26-795 Potter Unit Nature Preserve 12-04-21:5, 03-15-08:7

The NSS will transfer the Potter Unit Nature Preserve to the U.S. Fish and Wildlife Service. The AVP will represent the NSS and conduct the transfer.

26-819 Purchase of Lot 87, Huntsville, AL 12-04-21:5, 07-20-09:7

The AVP is authorized to negotiate the purchase of Lot 87, at the corner of Pulaski Pike and Link Ave. for the sum not to exceed $12,700. Funds to cover this purchase will be taken from the Endowment Fund. In the event that, prior to 12/31/09, the NSS decides to remain in Huntsville, the Endowment Fund will be reimbursed from the Headquarters Fund. Otherwise the NSS will engage in a fundraising campaign to reimburse the Endowment Fund.

26-855 NSS Headquarters 12-04-21:5, 07-18-11:22

The recommendation of the NSS Headquarters Commission to purchase Cahaba Shrine Temple and property, 6001 Pulaski Pike NW, Huntsville, Alabama, is adopted.

26-856 NSS Headquarters Purchase 12-04-21:5, 07-18-11:25

The Operations Vice President, working with the Secretary-Treasurer, is authorized to negotiate with the owners of the Cahaba Shrine Temple, 6001 Pulaski Pike NW, Huntsville, Alabama, to purchase the property for the NSS Headquarters. The Secretary-Treasurer working with the President is authorized to handle all the financial and legal arrangements necessary to purchase the property, including obtaining a mortgage loan not to exceed an amount to be discussed in closed session.

26-886 New River Cave Purchase 12-04-21:5, 03-15-14:27

The purchase of New River Cave and 14+/- acres of land located near Blacksburg, Virginia in the amount of $40,000 to be paid over three years is approved. The Administrative Vice President is authorized to proceed with the purchase and transfer of property to the National Speleological Society.

26-919 Rockcastle Karst Conservancy 12-04-21:5, 07-18-16:24

$5000 from the Cave Acquisition Fund is allocated to Rockcastle Karst Conservancy toward the purchase of a parcel of land containing entrances to the Pine Hill Cave system in Kentucky known as Skylight Preserve. The preserve will be managed by Rockcastle Karst Conservancy.

26-921 NSS Headquarters Refinancing 12-04-21:5, 07-18-16:32

When the outstanding principal on the HQ mortgage has been reduced below $400,000, the NSS Board of Governors authorizes the Secretary-Treasurer to withdraw up to $100,000 from our Endowment Fund for application towards the current headquarters mortgage principal. The Board requests the National Speleological Foundation provide a loan of up to $350,000 from the NSS-NSF Life Membership Fund, contract Attachment A, for the purpose of transferring the balance of our mortgage from our current loan provider to the NSF. The Board requests that this balance be set at a 5.5% interest rate over a seven-year amortization. The Secretary-Treasurer and President are authorized to negotiate the detail of this loan with the NSF and to enter into the loan agreement on behalf the NSS.

57-792 Cavern Arts Project 12-04-21:5, 10-13-07:9

A grant of $5000.00 will be given to the Cavern Arts Project, a project of the Carlsbad Caverns Guadalupe Mountains Association, to assist in their efforts to preserve and exhibit the cave art collection at Carlsbad Caverns National Park. Funds for this grant will be drawn from the NSS Publication Trust Fund.

68-780 Library Donation to UISK 12-04-21:5, 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.

68-790 Library Appraisal 12-04-21:5, 07-27-07:38

The Operations Vice President is directed to obtain an appraisal of the NSS Library. The OVP is authorized to spend up to $5000 for the appraisal.

76-811 Relocation of the NSS Speleo-Museum Collection 12-04-12:5, 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 12-04-12:5, 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 Speleo-Museum Collection 12-04-12:5, 08-15-08:32

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.

82-826 Speleo Digest on the Web 12-04-21:5, 07-13-15:34, 03-31-12:17, 11-07-09:13

Editions of the *Speleo Digest* that have been in print for at least two years will be posted on the NSS web site members' area. The OVP shall have the discretion to delay posting to permit obtaining a reasonable rate of return on publication investment.
(Editor's note: reference to the KIP was removed from the Act *title* for clarity.)

19-786 NSS Preserves Research Initiative 12-04-21:8, 07-27-07:27

The NSS Preserves Research Initiative Program is established to encourage scientific studies of the Society's caves. The Program will be set up and administered by the Research Advisory Committee, who will promote the program, solicit grant requests, review applications, award the grants, and ensure program guidelines are followed. Non-scientific terms and conditions shall be set forth with the advice and consent of the Executive Vice President (EVP) and the President. Research proposals will be judged on (a) scientific merit, (b) feasibility, and (c) value to the management goals of the relevant NSS preserve(s). Contracts awarded must be signed by the EVP and the President. The EVP and the AVP shall work together to coordinate and promote these studies with the relevant NSS Nature Preserve Managers. Data collected shall become the property of the NSS and a copy given to the appropriate NSS Preserve Committee chairman. Grant recipients will be encouraged to publish the results of the funded research in NSS publications. Copies of any paper(s) resulting from the research will be given to the NSS Library and the appropriate NSS Preserve Committee Chairman. (See Appendix AW)

APPENDIX AW

July 27, 2007:27

(Refer to Act 19-786)

NSS PRESERVES RESEARCH INITIATIVE POLICY

The goals of this research initiative are to provide grants for biological and environmental research in the Society's caves that will provide a baseline for the monitoring of potential degradation and the effective management of these caves.

Research proposals will be judged on (a) scientific merit, (b) feasibility, and (c) value to the management goals of the relevant NSS preserve(s).

Specific areas of interest include:

Biological inventory and census; including the development of standardized protocols to facilitate future follow-up studies.

Paleontological assessment; emphasis on assessment, not major excavation.

Assessment and mapping of bio-geological resources, including sediments, guano deposits, and paleontological deposits etc.

Water quality assessment; especially where relevant to the status of aquatic cave fauna.

Geographic Information System development; in the context of mapping sensitive biological and geobiological resources onto cave maps.

Rules:

Focus must be on NSS owned (or, in the case of the Potter Unit preserve, NSS managed) caves, but does not preclude extension to other caves outside but explicitly relevant to NSS sites.

Grant recipients must provide a full accounting of all funds.

Two thirds of each grant shall be paid in advance; the remaining third will be paid upon project completion and the receipt of the specified deliverables.

All projects must have the approval of the relevant Preserve management Committee(s); data will become the property of the MPC who may, where necessary, restrict distribution of sensitive data. Applicants must provide evidence of all relevant State or Federal permits before receipt of any funding.

All projects must conform to the general rules pertaining to research in/on NSS preserves: http://www.caves.org/nss-business/bog/app-ae.html; variances must be approved by RAC and/or the NSS Board of Governors.

19-787 NSS Preserves Research Initiative Financing 12-04-21:9, 07-27-07:28

The Treasurer is authorized to withdraw up to $20,000 from the Nature Preserve Fund to provide funds for the NSS Preserves Research Initiative Program.

57-383 Education and Research Programs 12-04-21:11, 03-15-86, 08-01-80

The NSS will seek to become a recognized co-sponsor of educational and research programs in speleology by providing financial and administrative support. The Research Advisory and Educational Opportunities in Speleology Committees are requested, in cooperation with appropriate NSS Sections, to identify and contact programs that the NSS may assist, determine their interest in NSS assistance and co-sponsorship, discuss with them an appropriate level of support, and report their findings and recommendations to the Executive Committee.

88-493 Contemporary Cave Use Study 12-04-21:14, 03-16-96, 04-04-92

The Contemporary Cave Use Study is established as a permanent committee in the department of the Administrative Vice President. The committee shall have the following mission and responsibilities:

> To gather information by using cave registers and other means to advance the knowledge and understanding of cave use in North America. The committee shall provide leadership, advice, and cave register devices to NSS committees, NSS internal organizations, NSS members, and researchers involving the distribution, maintenance, and retrieval of information. It shall make available data and its findings to the NSS, its members, and researchers in order to facilitate cave management, cave conservation, cave safety, and the management of the Society.

26-599 Cave Acquisition Policy 12-04-21:19, 06-23-97

The Cave Acquisition Criteria Policy is adopted. (See Appendix L) [This act is a duplicate of 26-585. Editor]

Top

SECTION 9 - EXECUTIVE POLICIES

Officers
The officers section includes policies established by the Executive Committee and the individual officers for the operation of their departments. They do not carry the weight of Board approval and are subject to amendment by Board action. They are included to insure minimum misunderstanding and maximum continuity in the year-to-year operation of the Society.

Directors
The directors section includes policies and procedures established by the directors for their functions as individual directors and for the directorate as a whole. It is assembled here to clarify these functions and insure minimum misunderstanding by present, future, and potential directors and by other concerned members. It is based on existing Acts and Bylaws and in no way changes them. Its language does not carry the weight of Board approval, and is subject to change by the directorate or by the board (for matters concerning each respectively).

Executive Policies are arranged by department and are in the chronological order the policies were established.

Section	Page
President	9.1.1
Executive Vice President	9.2.1
Administrative Vice president	9.3.1
Operations Vice President	9.4.1
Secretary – Treasurer	9.5.1
Directors	9.6.1

1. BOG Manuals 8-05, 10-81

Officers/directors are encouraged to use the web version of the BOG Manual; however, he/she may request a personal copy of the manual from the Secretary to the Board of Governors. Committee chairs must use the web version of the BOG Manual unless they are willing to cover the reproduction costs themselves.

2. Draft Minutes 10-81

The Recording Secretary shall prepare draft minutes and send the body of the Minutes, together with a list of the attachments, to the Board as soon as is practicable after the Board meeting. Comments should be returned to the Recording Secretary and the President within two weeks. The President will OK the draft minutes and corrections via telephone.

3. Meeting Agendas 11-00

The President will put the call out for agenda items to the Board of Governors a minimum of nine weeks before the next Board of Governors meeting. This call will include a deadline for agenda items to be received by the President one month after the call for agenda items.

The published agenda will be prepared and distributed to the Board of Governors a minimum of one month prior to the meeting. A copy of the agenda will also be sent to the NSS web master to be posted on the NSS web page. Copies will also be sent to the Chairmen of the Internal Organizations Committee and Conservation Committee, editors of the *NSS News* and *Journal for Cave and Karst Studies*, and Secretary to the Board. The President will publish revised agendas as changes are made to all those indicated in this paragraph.

The President will include all agenda items received. The President will contact the author of those motions that the President believes are contrary to the Constitution or Bylaws, detrimental to caves and Karst, or not in compliance with the goals of the Society. The President will communicate with the drafter and attempt to resolve the discrepancy. If the drafter wishes the item to remain on the agenda, the President, at his or her discretion may place a note on the agenda, with the motion, indicating the motion appears to fall in one of the above categories.

Every effort should be made to submit agenda items before the deadline, and at all times before the start of the meeting. Practical motions that could have been placed on the agenda in regular order should not be introduced as new business, but reserved for the agenda of a subsequent board meeting. Appropriate matters to introduce in new business are motions arising from board discussions of previous motions or discussions and questions that were not placed on the printed agenda as new business, but which the board believes are relevant to the agenda. In this

case, the motion may be introduced as new business following completion of the items on the printed agenda.

All motions on the published agenda will include the name of the board member introducing the item. If a proxy represents the board member, the motion will still carry the name of the board member and not the proxy. The exception to this rule is if the proxy is granted full proxy privileges and introduces a motion as stated in paragraph 4. In this situation, the proxy=s name will be given with the motion he or she introduces.

Top

JOB DESCRIPTION - EXECUTIVE VICE PRESIDENT 11-97

There are five officers of the National Speleological Society: the President, the Executive Vice-President, the Administrative Vice-President, the Operations Vice-President, and the Secretary-Treasurer. Each officer is in charge of a Department of the NSS. The job of Executive Vice-President (EVP) can be categorized by its activities as they relate to the EVP Department itself, the Executive Committee (EC), and the Board of Governors (Board). Some miscellaneous duties also exist.

1. EVP Department 11-97

The EVP Department consists of committees related only to science and publications. Those committees are:

* Research Advisory Committee (science)
* American Caving Accidents Committee (publication)
* SpeleoDigest Committee (publication)
* The Journal of Cave and Karst Studies (science and publication)
* The NSS News (publication)
* Special Publications Committee (publication)
* American Association for the Advancement of Science Representatives (science)
* American Geology Institute Representative (science)
* US Exploration Committee (science)
* International Exploration Committee (science)

Following each committee in the above list is a note in parentheses indicating its major focus, science, publication, or both. Exploration is a science commonly called geography (more properly chorography), hence its inclusion in the EVP Department. Each of these committees is headed by a committee Chairman, hereafter referred to as just a Chairman. Some committees consist of only a Chairman; however, most committees require more than one person to accomplish their goals.

The EVP job, as it relates directly to the committees, is to facilitate the achieving of their goals. What that means in practice is that the EVP: provides guidance, answers questions, keeps informed of committee activities, reports Board actions that affect them, solicits budget requests, and solicits reports for the Board Meetings.

This obviously involves a lot of communicating with Chairmen, which is greatly facilitated by Internet e-mail. In fact, e-mail is so convenient that committee budgets in the EVP Department include funds to partially compensate the Chairman for the cost of the e-mail connection (the monthly connection fee, not the hardware). The compensation is only partial because once Chairmen have e-mail, they find lots of uses for it other than NSS business in the EVP Department include funds to partially compensate the Chairman

for the cost of the e-mail connection (the monthly connection fee, not the hardware). The compensation is only partial because once Chairmen have e-mail, they find lots of uses for it other than NSS business.

When a vacancy occurs in a chairmanship, the EVP announces the vacancy via an advertisement in the NSS News, then selects from among the volunteers the candidate judged best qualified to run the committee. The EVP may consult with the outgoing Chairman, other committee members, and members of the EC concerning these matters. Committee chairmen are confirmed by a vote of the Board.

2. Executive Committee 11-97

The NSS Executive Committee (EC) is composed of up to seven people, as follows:

* President
* Executive Vice-President
* Administrative Vice-President
* Operations Vice-President
* Secretary-Treasurer
* Immediate Past-President
* President-elect

The current President is the Chairman of the EC; the Immediate Past-President and the President-elect are ex officio, non-voting members. The number is "up to seven" because a President-elect exists only between the election at the Spring Board Meeting and the end of the opening session of the Convention Board Meeting, and even then the President-elect may already be the President.

The officers are in almost daily contact (that's right, via e-mail) concerning: issues, problems, pending actions, and/or requests for assistance. The EC meets three times each year (about two months preceding each Board Meeting) to discuss NSS business, to develop a strawman agenda for the next Board Meeting, and to personally coordinate actions effecting more than one department. Included in developing the strawman agenda is proposing motions to add, delete, or modify Acts of the Board that effect the EVP Department. The EVP participates in each of these meetings.

Because the EVP Department involves publications, it has the largest budget of any of the five NSS departments. The EVP solicits a budget request from each Chairman in the EVP Department, actually three budget requests from each Chairman: a "nominal budget" (the amount sufficient to fund the committee plans for the coming fiscal year); a "minimal budget" (the minimum amount that the committee could survive on if money were really tight); and an "optimal budget" (the amount the committee could intelligently spend furthering its goals if plenty of money were available).

The officers develop the budget for the next NSS fiscal year at the winter EC Meeting (usually held about 01 February). In preparation for this meeting the EVP consolidates the input from the Chairmen into an informal working document. Developing the budget involves considerable negotiation among the officers, and this document serves as source material for these negotiations. In the end most EVP committees get something close to their nominal budget requests, a few get their optimal budget requests, and a few get cut to something between their nominal and minimal budget requests. Unfortunately, committees with the biggest budgets tend to get cut the most.

This budget is then presented at the Spring Board Meeting for discussion, modification, and approval by the Board. The NSS operations budget is the EC's plan to spend money during the fiscal year, so it is obviously important. In fact, an act of the Board (Act 16-040) requires the Secretary-Treasurer to "...refuse payment of any amount over the budget." But there is something more subtle going on here.

In order for a Chairman to provide reasonably good budget requests, the Chairman has to have an idea what the committee is going to do during the upcoming fiscal year. Thus requiring the Chairman to provide budget requests encourages him or her to develop a plan for the coming year. This plan is at least as important as the budget itself. Savvy Chairmen start sometime in October to develop the plan. Then when the EVP requests their input, usually with a deadline in early December, developing the nominal budget request is just a matter of estimating what it will cost to implement the plan. The minimal budget request results from a stripped down version of the plan, while the optimal budget request results from a more aggressive (but still realistic) version of the plan.

Not so savvy Chairmen find themselves working feverishly at the last minute to come up with something they think will get them through the year and will satisfy the EVP. They are shortchanging themselves in that they may be creating problems that will bite them in the butts later in the year. They are also shortchanging the members of the NSS who are voluntarily providing funding for the committee's efforts.

3. Board of Governors 11-97

The Board of Governors consists of the twelve Directors plus the five Officers, hence the EVP is a Board Member. The Directors are elected by the NSS membership, but the Officers are elected by the Directors. While different people see the situation slightly differently, Directors tend to think of themselves as representing the interests of the membership (since they are elected by the membership), while the Officers tend to think of themselves as representing the NSS (the organization). The good news is that these interests generally coincide.

The job of the EVP on the Board is: to exchange information with the Board Members and the NSS membership on the activities of the EVP Department and its committees (both at Board Meetings and throughout the year); to present the annual EVP Department budget; to answer questions on these and other topics; to speak in

favor of motions on the Board Meeting agenda proposed by the EVP; to participate in debate over the various agenda items; and to vote in a manner consistent with the best interests of the NSS.

The EVP supplies a written report to the Board thirty days prior to each Board Meeting. This report provides information on each committee of the EVP Department, specifically its progress, plans, and problems since the previous report. This report is also sent to all the EVP Department Chairmen to keep them informed of the activities of the other committees in their department.

4. Miscellaneous 11-97

One duty performed by the EVP that doesn't fall cleanly within the above three categories is handling requests to reprint NSS copyrighted material. If the request is for non-commercial purposes, the EVP handles the request directly. The request must be in writing (e-mail is acceptable) and must specify who wants to reprint the material, what material is to be reprinted, how it is to be used, and some indication of how many copies will be generated. Permission is given also in writing (again e-mail is acceptable) along with instructions on how to indicate in the reprint that permission has been obtained.

Requests for reprinting NSS copyrighted material for commercial purposes are considered by the EC as a whole.

The EVP also occasionally accepts ad hoc assignments from the President in the interest of the NSS. An example is attending the National Speleological Foundation Meeting in order to present the views of the EC on important issues.

5. Schedule of Events -- Executive Vice-President 11-97

The schedule of events for the Executive Vice-President falls into three natural periods as follows:

Election Through Fall Board Meeting

* NSS Convention After Election
    + Attend Closed Meeting of the Board
    + Meet With as Many Committee Chairs as Possible
    + Attend Congress of Grottos
    + Attend Section Meetings and Sessions
    + Attend Final Session of Board Meeting at NSS Convention + Attend Convention Banquet
    + Travel Home
* If Newly Elected
    + Introduce Yourself to Committee Chairs
        - Letter of Introduction
        - Include EVP's Resume
        - Describe EVP's Management Philosophy
    + Obtain and Review Board Manual
* Process Requests for Permission to Reprint

* Handle Situations as They Arise (This is most of the EVP job.)
* EVP Report to Board (Fall)
    + Reminder
        - Send to Committee Chairs 60 Days Prior to Fall Board Meeting
        - Deadline for Input is 45 Days Prior to Fall Board Meeting +
    Receive Input from Each Chair
    + Assemble into EVP Report to Board
    + Mail to Board Members 30 Days Prior to Fall Board Meeting
* Fall EC Meeting
    + Coordinate Date and Place +
    Make Travel Plans
    + Prepare for Meeting
    + Attend EC Meeting
        - Travel to EC Meeting
        - Participate in EC Meeting -
        Travel Home
* Fall Board Meeting
    + Make Travel Plans +
    Prepare for Meeting
        - Prepare any Special Material (Slides, Documents, Updates, etc.) - Read Other Officers' Reports (Sec/Treas is Elected at Fall Board Meeting)
        - Read/Review Board Members' Comments on Officer's Reports +
    Attend Fall Board Meeting
        - Travel to Board Meeting
        - Review EVP Report Just Prior to Board Meeting -
        Attend Friday Night Party
        - Participate in Saturday Board Meeting
        - Attend Saturday Night Banquet
        - Travel Home

Fall Board Meeting Through Spring Board Meeting

* Process Requests for Permission to Reprint
* Handle Situations as They Arise (This is most of the EVP job.)
* EVP Report to Board (Spring)
    + Reminder
        - Send to Committee Chairs 60 Days Prior to Spring Board Meeting
        - Deadline for Input is 45 Days Prior to Spring Board Meeting +
    Receive Input from Each Chair
    + Assemble into EVP Report to Board
    + Mail to Board Members 30 Days Prior to Spring Board Meeting
* Spring EC Meeting
    + Coordinate Date and Place
    + Make Travel Plans +
    Prepare for Meeting
        - Review Last Year's Budget (FY-NN is 01 May NN to 30 April NN+1) -
        Get Budget Requests from Chairs
        - Prepare EVP Budget for EC Consideration

+ Attend Spring EC Meeting
- Travel to EC Meeting
- Participate in EC Meeting -
Travel Home

* Spring Board Meeting
+ Make Travel Plans +
Prepare for Meeting
- Prepare any Special Material (Slides, Documents, Updates, etc.) - Read Other Officers' Reports (President is Elected at Spring Board Meeting)
- Read/Review Board Members' Comments on Officer's Reports +
Attend Spring Board Meeting
- Travel to Board Meeting
- Review EVP Report and Budget Just Prior to Board Meeting -
Attend Friday Night Party
- Participate in Saturday Board Meeting
- Attend Saturday Night Banquet
- Travel Home

* Communicate Budgets to Committee Chairs
+ Ensure Each Chair Understands His Budget +
Explain Deviations from Chair's Request

Spring Board Meeting Through Election

* Process Requests for Permission to Reprint
* Handle Situations as They Arise (This is most of the EVP job.)
* EVP Report to Board (Convention)
+ Reminder
- Send to Committee Chairs 60 Days Prior to Convention Board Meeting
- Deadline for Input is 45 Days Prior to Convention Board Meeting +
Receive Input from Each Chair
+ Assemble into EVP Report to Board
+ Mail to Board Members 30 Days Prior to Convention Board Meeting
* Summer EC Meeting
+ Coordinate Date and Place +
Make Travel Plans
+ Prepare for Meeting
+Attend Summer EC Meeting
-Travel to EC Meeting
- Participate in EC Meeting -
Travel Home
* Convention Board Meeting
+ Register for NSS Convention
+ Make Travel Plans +
Prepare for Meeting
- Prepare any Special Material (Slides, Documents, Updates, etc.)
- Read Other Officers' Reports (VPs are Elected at Convention Board

Meeting)

- Read/Review Board Members' Comments on Officer's Reports + Travel to Convention
+ Attend Convention Board Meeting
- Review EVP Report Just Prior to Board Meeting - Attend Opening Session of Convention
- Participate in Board Meeting

* Election
+ Interview for EVP Position (if running again) + Await Results

6. Normal Duties of Chairmen in the EVP Department 11/97

Background

The NSS is divided into five departments with an officer in charge of each. Contained within each department are committees, commissions, studies, etc. For simplicity in this discussion, let's just call them all "committees." Each committee has a chairman (or editor) who reports to the officer in charge of the department. Each chairman has a number of duties, chief among which is to facilitate the accomplishment of the goals of the committee. The goals of each committee are different, and may require very different skills to achieve. Some committees consist of a single person, others have several committee members helping the chairman achieve its goals.

Vacancies

When a chairmanship becomes vacant, Board Act 40-498 requires that whenever possible the vacancy should be advertised in the NSS News. These advertisements often list the specific duties of the position immediately following a phrase like "in addition to the normal duties of a committee chairman." The following discussion sets out the "normal duties" of a chairman in the EVP Department.

Communicating

In addition to the chief duty, the chairman of the committee has a duty which is nearly as important, namely communicating. In fact, communicating is one of the most important things a committee chairman does. A chairman may communicate directly with organizations and individuals external to the NSS (Government, other conservation organizations, private land owners, civic groups, etc.), as well as with other committee members and NSS members in general; however, a chairman must communicate with the NSS officers and, through the officer in charge, with the NSS Board of Governors (Board).

Reports
The Board requires that each officer prepare a written report and mail it to the members of the Board thirty days prior to each Board Meeting (Fall, Spring, and Convention). These reports review: the progress made, the plans for continued activities, and any serious problems encountered, since the last report, for each committee in the officer's department. The Board uses these reports to gauge the effectiveness of each committee in achieving its goals and in making decisions concerning the committee's budget, personnel, and sometimes even its continued existence. Obviously these reports cannot be prepared by the officer without the cooperation and input of the committee chairmen.

Approximately sixty days prior to each Board Meeting, each chairman is reminded by the department officer of the need for, and the deadline for the report for the particular committee. The deadline for the committee report is normally about forty-five days prior to the Board Meeting. The reminder also provides any special instructions for the particular reporting period. Each chairman in the EVP Department receives a copy of the entire EVP Department report, mailed at the same time it is mailed to the Board members.

Budgets
Once a year (in late autumn) each committee chairman must provide a budget request to the department officer. In order for the chairman to provide reasonably good budget requests, the chairman has to have an idea what the committee is going to do during the upcoming fiscal year. Thus requiring the chairman to provide a budget request encourages the chairman to develop a plan for the coming year. This plan is at least as important as the budget itself.

Once the plan is developed, the chairman then estimates what it is going to cost to implement it. In the case of the EVP Department, which involves mainly science and publications, this estimate includes the costs associated with printing and mailing the publication to the NSS membership. Such estimates can be effected by changing paper costs, increasing postage rates, inflation, etc. and are sometimes quite difficult to make; however, the committee chairman is in a unique position to do so, since nobody understands the committee's plans better than its chairman.

The proposed NSS budget is reviewed and approved by the Board (with possible modifications) at the Spring Board Meeting, after which chairmen are notified of what their budgets are for the coming fiscal year. Board Act 16-040 prohibits the NSS Secretary/Treasurer from making payments that exceed the committee's budget; however, the Board understand the difficulty of predicting months in advance what a particular publication will cost, and mechanisms exist for modifying a committee's budget later in the year when unexpected events result in the budget being substantially unachievable.

7. National Speleological Society News 11/97

The NSS News is the most visible and probably the most important NSS member service. This section describes, in general terms, the budget of the NSS News and the job of the Editor of NSS News. The duties of the Editor set forth here are in addition to the normal duties of a committee chairman in the EVP Department described in Section 16 above.

Budget of the NSS NEWS
The budget of the NSS News, currently considerably in excess of $125,000 per year, is composed of the following line items:

* Honorarium
* Production
* Advertising Income
* Printing - Advertising Income
* Mailing Service
* Postage
* Shipping
* Miscellaneous Expenses

These line items are intended to cover the costs of all activities associated with providing this member service, as follows:

Honorarium -- The Editor is considered an independent contractor, hence there are none of the usual benefits that normally go along with regular employment. The Honorarium is paid in twelve equal monthly payments during the NSS fiscal year (01 May through 30 April) and is intended to partially compensate the Editor for the performance of the duties of the Editor as discussed below and in Section 16 above

Production -- Production covers the unusual costs of layout, for example: chargeable computer services, special scanning, photographic work, exceptional data entry, proof reading, etc. With the approval of the EVP, it is permissible to shift money between line items, if necessary, after the budget has been approved by the Board of Governors (Board).

Advertising income -- The NSS News gets a significant amount of its annual budget from advertising income. The Editor and the EVP come to an agreement on the expected amount of income from News advertising. For planning purposes, this amount is added to the News budget. At the end of the fiscal year any unexpended NSS News advertising income is placed in the NSS News Restricted Fund and is available for use by the Editor during subsequent fiscal years, with the approval of the EVP.

Printing - Advertising -- Printing covers paper, ink, and the actual printing of the News. The item is listed here as "Printing-Advertising" for the following reason. Board ACT 80-178 mandates that the advertising income of the News accrues

directly to the News account and shall be in addition to the budgeted amount. In practice what happens is that the Editor estimates what the printing costs will be for the coming fiscal year, based on the planned number of pages to be produced, the anticipated costs of paper and ink, and expected printing charges. This amount is then reduced by the anticipated advertising income for the fiscal year. While the advertising income is subtracted here, it was added above, so that "printing" is really the estimated cost of the printing aspects of the News. Any advertising income over and above the expected amount may be used to augment the News budget, but cannot be used to augment the honorarium.

Mailing service -- Mailing service is for payments to the "mailer", a company that handles mailing the News after it is printed. The mailer typically affixes address labels, sorts by zip code, bundles the publication, and delivers it to the US Postal Service.

Postage -- Postage is the actual payment to the US Postal service for delivering the News.

Shipping -- Shipping is the cost of moving the NSS News from the printer to the mailer to the US Postal Service.

Miscellaneous expenses -- The Miscellaneous Expenses line item is for such things as phone, fax, and e-mail service charges, travel to the NSS National Convention and regional caving events, postage for correspondence with authors, etc.

Duties and responsibilities of the editor

The duties and responsibilities of the Editor of the NSS News include the following:

* Establishing the editorial policy of, and editing the News (see EDITING below),
* Designing, formatting, laying out, and composing each issue (see DESIGNING below),
* Soliciting material for the News (see MATERIAL below),
* Producing the News (see PRODUCTION below),
* Mailing the News (see MAILING below),
* Selecting and contracting with the printer and mailer (see CONTRACTS below),
* Managing the advertising of the News (see ADVERTISING below),
* Adhering to the budget (see FINANCIAL below),
* Attending caving functions as a representative of the NSS (see TRAVEL below),
* Reporting directly to the Executive Vice-President (EVP) (see ADMINISTRATIVE below),
* Communicating on a regular basis with the EVP and the Executive Committee (EC) via phone, fax, and e-mail, and
* Communicating as appropriate with NSS Members via phone, fax, and e-mail.

Amplification of duties and responsibilities

Additional information relevant to these responsibilities is provided in the following paragraphs.

Editing -- The Editor is responsible for editing the NSS News. This includes selecting appropriate material, rejecting non-appropriate material, and refining author's text. All material shall be properly edited to correct it to current language style, grammar, and accuracy as well as conformance to reasonable standards of safety, conservation, owner relations, and taste. The Editor is responsible for procuring proof-reader services on a monthly basis.

Designing -- The Editor is responsible for page design and for planning and executing the overall design, style, and layout of the News, as well as for the balance of material and advertising contained in each issue. The goal is to make the News attractive to the membership and helpful in furthering the goals of the Society. The Editor shall have desktop publishing capabilities and experience and is responsible for word processing any material not available electronically. Authors should be encouraged to submit their material in electronic format.

Material -- The Editor is responsible for actively soliciting material for the NSS News. This material, which reflects the varied aspects of the Society's goals and purposes, shall include, but not be limited to: art, poetry, photography, feature length articles, short articles, product reviews, columns, Society information, EC messages, and book reviews.

The Editor shall seek out and manage regular columnists and section editors (i.e., Book Review editor, Safety and Techniques editor, etc.). Deadlines shall be so that one or a few authors' tardiness does not cause an entire issue to be late.

The Editor shall coordinate with authors and prospective authors of material for the News. Contributors shall be notified on a timely basis of the receipt of materials and all appropriate materials (photos, disks, maps, etc.) shall be returned to contributors also on a timely basis.

The Editor shall monitor, select, and report news items covering noteworthy events related to caving. The Editor shall select and include, with an accompanying answer where appropriate, letters from readers containing information of interest to the membership. The Editor shall give priority to timely publication of announcements for Society committees and activities.

The Editor shall plan overall style and appearance of the NSS News and maintain a balance of various types of material contained therein with the aim of making it attractive to the membership and furthering the purposes and goals of the Society. Any significant change in style or content of the NSS News shall be approved by the Executive Vice-President.

Production -- The Editor is responsible for providing the News as camera ready (or disk-ready) to the printer. The Editor is responsible for scheduling printing each

month and for dealing with the printer to ensure timely delivery of the News to NSS members and subscribers. Printing shall be scheduled so as to allow the News to be printed and delivered to the Bulk Mail section of the Post Office at a time which will allow the newsletter to be received by most members within the continental US during the first week of the month on the cover.

Mailing -- The Editor is responsible dealing with the mailing service to ensure timely delivery of the News to NSS members and subscribers. The Editor is also responsible for dealing with the NSS Office to ensure that the mailing service has the up-to-date mailing list (which changes each month). The Editor is responsible for ensuring that the News is in the mail at least by the 20th of the month before the month on the cover of the issue. The Editor will not be held responsible for delays caused by the US Postal Service.

Contracts -- The Editor is responsible for selecting and contracting with both the printer and the mailing service of the News. The Editor shall work in conjunction with the NSS Special Publications Committee to select and contract with a printer which provides the best pricing for the required quality. The Editor shall also work in conjunction with the NSS Special Publications Committee to select and contract with a mailing service which provides the best pricing for the required reliability and quality of services. Any formal contracts required between the NSS and the printer and/or mailing service shall be reviewed and approved by the EC. The Editor is specifically not empowered unilaterally to enter into binding agreements for the NSS.

The nature of the publishing business is such that the Editor may wish at times to provide some of the services in the production of the News not covered by the Honorarium. In such cases the Editor shall coordinate with the NSS Special Publications Committee to ensure that conflict of interest situations are avoided by competitive pricing and complete disclosure. Possible conflict of interest situations shall be brought to the attention of the EVP and shall be approved in advance of the provision of any such services.

Advertising -- The Editor shall establish advertising rates and manage the advertising policy of the News in accordance with Appendix-V of the Board Manual. The Editor, with the Advertising Manager, shall solicit and obtain advertising for the NSS News. The Editor shall work with the Advertising Manager to set up advertising fees and a corresponding Ad Rate Sheet (subject to EC approval) and to notify current and potential advertisers of any changes. The Editor shall inform the Advertising Manager and/or advertisers of upcoming special (theme) issues which might affect advertising (i.e., conservation, exploration, color covers, etc.). The Editor will prepare an ad copy (indicating location and percentage of advertising in the issue) each month for use of the US Postal Service.

Financial -- The Society pays the costs of publication of the NSS News from the annual News budget as described above, up to the amount budgeted. The Editor shall adhere to the annual budget established by the EC and approved by the

Board. All expenses are subject to the approval of the EVP and will be paid upon receipt by the Secretary/Treasurer of the Society (or his designee) of appropriate bills detailing the costs.

The Editor will have available bulk mailing postage funds, office postage funds, and operating funds for appropriate letterhead, envelopes, postcards, and other office supplies. The Editor will have a discretionary phone fund available to offset long distance calls.

The Editor will, on a regular basis (bimonthly) provide the EVP an update of budget usage, including advertising revenue and monthly advertising percentages.

Travel -- The Editor is encouraged to attend regional and national caving functions as a representative of the NSS, to the extent that available funds allow, for the purposes of soliciting material and allowing opportunities for NSS members to become acquainted with the Editor of the News. The Editor is expected to attend the NSS National Convention each year. The Editor is encouraged to attend either one EC Meeting or one Board Meeting each fiscal year.

Administrative -- The Editor of the News shall report to the EVP and shall perform the normal duties of a committee chairman in the EVP Department. The Editor shall inform the EVP of significant problems or controversies which may develop. The Editor shall advise and assist the EVP in the preparation of the annual budget for the NSS News. This includes contracting for and securing monthly production costs (printing, bindery, and mailing). The Editor shall work with NSS National Convention publication personnel to present Convention information, updates, and registration forms.

8. Journal of Cave and Karst Studies 11/97

This section describes the job of the Editor of the Journal of Cave and Karst Studies, the National Speleological Society Bulletin (Journal), describes the job of the Production Editor of the Journal, and discusses the type of publication the Executive Committee wishes the Journal to be. The duties of the Editor set forth here are in addition to the normal duties of a committee chairman in the EVP Department described above.

Duties and responsibilities of the editor

The duties and responsibilities of the Editor of the Journal of Cave and Karst Studies (Journal) include the following:

* Being chairman of the Journal Committee,
* Actively soliciting manuscripts for publication,
* Encouraging improvements in the quality of the submissions,
* Increasing the professional standing of the Journal,
* Communicating with authors and potential authors,
* Shepherding papers through the referee process,
* Approving final versions of manuscripts for publication,
* Developing a calendar,

* Developing the editorial policy,
* Communicating the editorial policy to authors and potential authors,
* Writing and/or editing editorials, news items, etc.,
* Developing and managing the advertising policy of the Journal,
* Selecting and managing the Editorial Board,
* Communicating with the Production Editor,
* Reporting directly to the Executive Vice-President (EVP),
* Having final overall responsibility for bringing each issue of the Journal to completion,
* Performing other duties directly related to the scientific aspects of the publication,
* Being an NSS member,
* Planning the general nature of each issue,
* Developing the annual budget request,
* Ensuring that the budget is adhered, and
* Communicating and interacting with the NSS membership at the local, regional, and national levels.

Duties and responsibilities of the production editor

The duties and responsibilities of the Production Editor of the Journal of Cave and Karst Studies include the following:

* Communicating with the Editor,
* Being a member of the Editorial Board,
* Receiving material for publication from the Editor,
* Formatting, laying out, and composing each issue,
* Preparing camera ready copy for the printer using desktop publishing software, either personally or through another volunteer,
* Returning material to the Editor for additional author review,
* Managing the page charges,
* Assisting the Editor in managing advertising for the Journal,
* Assisting the NSS Special Publications Committee in the selecting the printer,
* Communicating and dealing with the printer,
* Communicating and dealing with the mailer,
* Performing other duties directly related to the production aspects of the publication,
* Being an NSS member,
* Helping to plan the general nature of each issue,
* Helping to develop the annual budget request,
* Helping to ensure that the budget is adhered, and
* Communicating and interacting with the NSS membership at the local, regional, and national levels.

General recommendations

The following elements describe the type of publication the Executive Committee wishes the Journal to be, and the manner in which the editors are expected to conduct business:

Type of journal -- The Journal shall be published as a journal of speleology, shall be technical, scientific and of lasting value, and will serve at least the following purposes:

* Provide scientific information and opinions that will be of interest and that will further the activities of NSS members in cave study, cave conservation, and cave exploration,
* Provide an outlet for articles by new authors and non-professionals as well as professionals,
* Represent the NSS as a scientific organization to other disciplines and to the general public, and
* Publish articles that represent the "State of the Art" in speleology, both through review articles and through technical papers reporting original research.

In addition, these purposes will be served by a diversified content that will include at least reviews, editorials, news items concerning speleology, etc., in addition to technical papers.

Editorials -- The Journal will publish editorials written by the editors or by guest writers. Editorials can fulfill any of the following purposes (and more):

* Provide personal viewpoints on speleological controversies, such as collection, secrecy, and cave modification,
* Discuss the relation of speleology to societal concerns,
* Communicate the purposes of the Journal to the NSS members, and
* Suggest areas in which research is needed.

Biographical sketches of authors -- Short biographical sketches of authors will be printed along with their technical articles in each issue. These sketches will contain information concerning the background, education, and current position of the authors as well as relevant information about their caving experience. Small photographs of the authors will accompany these biographical sketches.

News and notes section -- The Journal will contain topical reports of new developments, trends, organizational changes, scientific awards, significant promotions, scientific scandals, and so forth, which can be expected to be of interest to the readers.

Soliciting papers -- The Editor will actively pursue potential authors with the intent of obtaining for publication a balance of important technical papers and review papers. Papers that are primarily reviews of a technical aspect of speleology will be identified in The Journal as "review papers".

Advertising in the JOURNAL -- The Journal may contain advertising for such things as scientific literature, scientific equipment for laboratory and field research, and expedition equipment. Advertisers will be encouraged to develop copy that is appropriate for a scientific journal. The Editor and the EVP come to an agreement on the expected amount of income from Journal advertising for the fiscal year. For planning purposes, this amount is added to the Journal budget. At the end of the fiscal year any unexpended Journal advertising income is placed in the Journal

Restricted Fund and is available for use by the Editor during subsequent fiscal years, with the approval of the EVP.

Advertising of the JOURNAL -- The editors will take steps to make the Journal more widely known and appreciated by NSS members. Such steps will take the form of attending and participating in local, regional, and national caving events and writing articles about the Journal for the NSS News, appropriate section newsletters, etc.

Abstract services -- Steps will be taken to include the Journal with as many abstract services as possible.

Format (design) -- The Editor of the Journal, the Production Editor of the Journal, and the NSS Special Publications Committee will periodically review the current style with the aim of modernizing and improving it.

Instructions to contributors -- The Editor and the Production Editor will periodically review the Guide to Authors with the aim of modernizing and improving it. These guidelines explain the layout of the Journal and discuss how to design figures for proper reduction. These guidelines also describe the discrete steps that a paper goes through on its way to publication.

Editorial Board -- The Editorial Board of the Journal will be composed of an Associate Editor for each major subject area of Speleology. The members of the Editorial Board will be proactive in soliciting papers for the Journal. Short biographical sketches of a few members of the Editorial Board will be printed in each issue of the Journal until all members of the Editorial Board have been introduced to the readership. Thereafter, new members of the Editorial Board will be introduced via such biographical sketches. These sketches will contain information concerning the background, education, and current position of the Associate Editors as well as relevant information about their caving experience. Small photographs of the Associate Editors will accompany these biographical sketches.

Communications -- Communications among the members of the Editorial Board will be by Internet e-mail, will be focused, and will be frequent. Whenever possible, communications between the Editorial Board and Authors will also be via Internet e-mail. Authors will be kept regularly apprised of the status of their papers and will be provided information on where in the publication process their papers are currently located and the anticipated dates of publication of their papers.

Referee Procedures -- The Editor will periodically review the Referee Procedures with the aim of improving the quality and timeliness of the referee reports. Referees will be selected from outside the NSS membership when the technical content of a paper warrants it.

Relation to NSS NEWS and internal organizations -- The Editor of the Journal and the editor of the NSS News will jointly agree on objective criteria for deciding in

which publication an exploration paper properly belongs. Each will forward to the other in a timely manner articles submitted for publication in their journal that are better suited for publication in the other's journal. The Executive Vice-President shall resolve cases of dispute. The Editor will reprint information from Internal Organization newsletters as appropriate and with permission, to give such information a wider audience.

9. Caving Information Series (Prior to **2-82**)
(The Caving Information Series has been discontinued)

10. Distribution of the Biennial Report 6/02
The Biennial Report will be distributed to the end users via the appropriate NSS committees. Each officer will notify their committee chairs of the existence and intended use of the report. A committee chair that requires the use of the report will request the number of reports needed from the department officer. The officer will determine if the number requested and intended use is appropriate for the designed purpose of the biannual report. When the officer is satisfied that the number requested and intended use is appropriate, the officer will notify the NSS office to send the reports to the requesting committee chair and/or designee(s). The office will maintain a spreadsheet that tracks the distribution of reports including recipient(s), number sent, intended use, date sent. The Executive Vice President, in the committee reports, will report a summary of this data to the Board of Governors.

A number of issues, determined by the EVP, will be placed into inventory for sales to collectors and interested NSS members at a price determined by the Operations Vice President. A COA number will be assigned to track and account for these sales. When this inventory begins to get low, the EVP will determine the number to add to the inventory depending the quantity remaining for designed usage and the point in time of the printing cycle.

The priority for distribution is as follows:
1. Fundraising
2. Public relations
3. Sales

11. Special Publications Committee Policy 10/02
The purpose of the Special Publications Committee is to publish media limited to caver appeal using the following guidelines:
1. Publish books other publishing entities will not publish
2. Provide a mechanism for caver support in publication
3. Reprint established standards when economically feasible
4. Attempt to financially break even at wholesale prices
5. Provide a mechanism to get the name and prestige of the NSS into the community.

Top

JOB DESCRIPTION -- ADMINISTRATIVE VICE PRESIDENT 11-98

The Administrative Vice President (AVP) of the NSS is responsible for leading the Society=s activities in four general areas: Cave Management, Cave Conservation, Conventions, and Education. In all, 17 standing Committees, two Commissions, and two to three Convention Committees exist within these general areas. These entities are:

Cave Management: Cave and Karst Acquisition Committee, Land Owner Relations Committee, NSS Cave Preserves Committee (with 10 cave preserves reporting to this Committee Chair), Contemporary Cave Utilization Study Committee (i.e., cave registers), Closed Cave Database Committee, and Cave Conservancies Committee (with five NSS Cave Conservancies reporting to the Committee Chair).

Cave Conservation: Conservation Committee (with four Subcommittees and 17 Conservation Task Forces reporting), Mammoth Cave Restoration Committee, and the Cave Vandalism Deterrence Reward Commission.

Conventions: Convention Development Committee, individual NSS Convention Committees, Convention Registration Software Committee, Junior Speleological Society, the NSS Salon Coordinator, and the Congress of Grottos.

Education: National Cave Rescue Commission, Safety and Techniques Committee, Environmental Education Committee, and Television/Video Production Committee.

In all, about 60 organizational entities, including Subcommittees, Conservation Task Forces, Conservancies, and NSS Cave Preserves, fall within the AVP Department. The goals and functions of each Committee and Commission are described in the NSS Member=s Manual. While some committees consist of only a Chair, others have several members.

The responsibilities of the Administrative Vice President (AVP) regarding each organizational element within the AVP Department are as follows:

Staffing: When Committee Chair vacancies occur, seek the most qualified person to lead the Committee. Advertise the vacancy in the NSS News and on the NSS web site in accordance with Act 40-498. Interview candidates, and upon identification of the most qualified person, request the NSS President to move that person be confirmed at the next NSS Board of Governors meeting. When it appears that a Committee Chair isn=t performing in accordance with the charter of the Committee due to other things in life taking precedence, loss of interest, or general failure to get the work done, the AVP should discuss this with the Chair and try to identify both

the reasons why performance is sub-par and the things that can be done to improve performance. This is something that should be done with great sensitivity since all of us are volunteers, and in the end its only enthusiasm that keeps people motivated. As a last resort, ask the Chair if he/she thinks that turning the Committee over to someone else would be a good thing to do. If all communications fail: e-mails and telephone calls aren't answered, reports and budget requests aren't submitted, etc., then it may be necessary to inform the Committee Chair that a replacement is being sought and that they are being relieved of their responsibilities. This is something that is done infrequently since most Committee Chairs will let you know that they would like to be replaced.

Communicating: Work with Committee and Commission Chairs and other personnel to identify Committee goals and actions that achieve these goals. Maintain frequent communication with Committee chairs, usually via e-mail and also via telephone and personal contacts where possible. Discuss how the Committee=s work is going and explore ideas for ways in which the Chair's work can be facilitated. Talk with Committee Chairs about their (and your) ideas for new initiatives and ways to accomplish these things. At NSS Conventions, try to have an AVP Department meeting where a general discussion of Committee work is held and where cross fertilization between Committees can take place. Encourage Committee Chairs to have their own meetings; e.g., the Conservancies Chair with Cave Conservancies, the Cave Preserve Chair with the Cave Preserve managers, the Convention Planning Chair with NSS Convention staffs.

Planning: Think about future Society needs that can be fulfilled within the AVP Department and be proactive in taking actions that can meet these needs. This may require making organizational changes that help meet the Society's goals, e.g., creating new Committees to fulfill unmet needs, modifying the composition or mission of existing Committees where this will increase their effectiveness, or eliminating Committees that no longer serve a need or whose mission has been accomplished.

Outreach: The AVP has responsibilities that go beyond administering the Committees within the Department. These responsibilities include: working and communicating with federal land mangers having cave management responsibilities, attending National and other Cave Management Symposia, being an informal representative of the NSS at these meetings, identifying opportunities to enter into agreements and other relationships with government agencies and private groups sharing the NSS' goals in those areas within the AVP's responsibility, encouraging cave conservancies to affiliate with the NSS, writing proposals to implement volunteer agreements involving cave conservation, management, and restoration, writing letters to agencies and organizations that communicate the NSS= position on matters that fall within the AVP Department, and speaking for the NSS on matters that fall within the responsibilities of the AVP.

Executive Committee: The Administrative Vice President is one of five NSS Officers. Together with the other four officers (the NSS President, the Executive Vice President, the Operations Vice President, and the Secretary-Treasurer) and when circumstances permit, the immediate past NSS President, and the President-elect, the AVP is part of an Executive Committee that meets three times a year in addition to Board of Governor meetings. At the EC meetings, the AVP speaks for his/her department, presents a department status report, discusses matters that cross department lines, works cooperatively with the other Officers, discusses matters of interest to the NSS as an organization, and develops a straw man agenda for the next NSS Board meeting (usually 6-8 weeks away).

Budget Preparation: At the winter EC meeting, the AVP represents the AVP Department in preparing the NSS capital and operating budgets for the next fiscal year (starts May 1). This meeting usually takes three to four days, requires serious negotiations between the NSS officers, and is the culmination of a series of activities that begins two to three months earlier. Toward the end of a calendar year and about 60 days prior to the winter EC meeting, the NSS officers send out a request to all of their Committees requesting a budget submission for the upcoming fiscal year. Committee Heads are asked to submit up to three budget requests, along with a justification for each. These requests are for an amount of money sufficient to fund the Committee's work over the next fiscal year (a nominal budget), the minimum amount of money needed to accomplish the Committee's work, and an optimal budget: the amount that the Committee could spend to meet all of its goals and programs if lots of money were available. The AVP submits those Committee budget requests that he/she feels are most appropriate and realistic to the NSS Secretary-Treasurer and following an iterative process in which all of the Officers can comment on the budget requests, the winter EC budget meeting takes place and final budgets are prepared. A key responsibility of the AVP (and all NSS officers) is to communicate with Committee heads and to request their budget inputs and rationale for the requests. Failure to submit a budget request by a Committee Chair may be an indication of a lack of commitment to the position and is a cause for some serious discussions with that person.

Although the AVP Department contains the largest number of organizational entities in the NSS Departments and thus, the largest number of budget requests, the AVP budget is smaller than that of the other officers. The reasons for this are: (a) the major cost centers in the NSS (publications and the NSS office), are the responsibilities of the EVP and OVP respectively, and (b) the largest cost centers within the AVP Department: the NCRC budget and the NSS Convention budgets, are off line items, prepared by NCRC and the individual Convention Committees.

Following the winter EC meeting, the Secretary-Treasurer assembles the agreed upon budget requests for all Departments and at the Spring BOG meeting, the NSS President presents the Capital and Operating budgets to the entire BOG for review, modifications, and approval. Upon approval, the AVP notifies each Committee Chair of what their budgets are for the coming fiscal year. The AVP also reminds them to

periodically submit their requests for expense reimbursements to the NSS Office and to not wait until the end of the Fiscal Year (April 30) to do this.

NSS Board of Governors: The NSS Board of Governors consists of twelve Directors, elected by the membership to three year terms and the five Officers, elected by the Directors to one year terms. The BOG meets three times each year; once at the NSS Convention (in two all-day sessions), once in the fall, and once in the spring.

As a member of the BOG, the AVP has several responsibilities. He/she must keep the rest of the BOG informed of developments in the AVP Department as the year progresses. This is usually done via e-mail and gives the rest of the BOG a heads-up on things that affects the NSS' interests and that may be brought up by the AVP at upcoming BOG meetings: problems within a Committee, opportunities for new initiatives, etc. The AVP represents the Department at BOG meetings and in this capacity, introduces motions that have a bearing on the Department. (As with all BOG members, the AVP can also place any responsible motion on the agenda that he/she feels is germane to the Society=s business). Motions may be written by the AVP or Committee Chairs and others in the AVP Department and submitted to the AVP for placement on the BOG meeting agenda. The AVP in turn, reviews the motions to be submitted for consistency with the NSS Constitution, By-Laws, and Acts and sends the motions to the NSS President in sufficient time to be included in the agenda for the next BOG meeting. At the BOG meeting, the AVP speaks to these motions, votes, contributes to the general debate on all motions, and acts as a proponent for the AVP Department budget.

Sixty days prior to each BOG meeting, the AVP sends a message to all Committees and Commissions in the Department asking for a report on their activities. These reports follow a fairly standardized format in which the progress made (things done) since the last report are described, plans for the future are given, and any problem areas worthy of the Board's attention are also described. Upon receipt of these Committee reports, the AVP assembles them into an AVP Department report to the BOG, adding whatever comments he/she feels are useful and also including a summary of the AVP's activities as well. This report is the principal means of communication between each Committee/ Commission Chair and the NSS Officers and Directors and all Committee and Commission Chairs are strongly urged to prepare these tri-annual reports. Consistent failure to do so is a serious matter and is a cause for written reminders, telephone conversations, and as a last resort, discussions with the Committee Chairs involved about their commitment to carrying out their responsibilities.

Thirty days prior to the BOG meeting, the AVP sends this report to all BOG members, to all contributing Committee and Commission Chairs, and to the person responsible for placing the report on the NSS web site in order that all NSS members can read it. Finally, at the BOG meeting the AVP is expected to answer questions raised by the other members of the Board about the content of the report.

1. Educational Grant/Loan Program Administration 2-88
This policy was deleted July 2001

2. NSS Convention Registration Nos. 1 & 2 4-93
No. 1 and No. 2 registrations for the upcoming year's NSS Convention shall be auctioned at the previous NSS Auction and the proceeds shall be given to the Convention Committee for the upcoming Convention.

EXECUTIVE POLICIES
DEPARTMENT of the OPERATIONS VICE PRESIDENT

1. Operations Vice President, Job Description 01-08

Responsibilities are defined by Board Acts. Specifically, they include:

a. Managing and supporting the committees within the OVP department to accomplish department business. Assisting the committee chairmen in creating visions, plans, and strategies for their committees.
b. Effective, efficient operation of the NSS headquarters and staff, except in most matters of accounting (which are the responsibility of the NSS Secretary-Treasurer). The day-to-day responsibilities are delegated to the NSS Office Manager.
c. Staffing the NSS office. Supervising staff operations through the Office Manager. Updating the NSS Staff Handbook as needed.
d. Determining staff salaries and bonuses, within the NSS budget allowances.
e. Working with the Office Manager, Office Automation Chairman, and IT Committee to maximize the efficiency, accuracy, and quality of office operations.
f. Overall operation and management of the NSS Bookstore and advertising, NSS Library, NSS AV Library, and NSS Web site and discussion forum, including quality and content of the NSS Web site. Overall management and protection of the NSS Archives and NSS Photo Archives.
g. Quality and content of standard communication and forms sent from the NSS office and Web site to NSS members regarding membership renewals, Bookstore purchases, donations, etc., as well as brochures.
h. Membership and renewal processes.
i. Maintenance of the headquarters buildings and equipment.

2. The Mission Of The NSS Office 01-08

To provide exceptional and courteous service to NSS members and customers, and manage the business of the Society in a competent manner.

3. Office, Bookstore, and Departmental Policies 07-08

The OVP, staff, and committee chairmen will strive to create written policies documenting and governing the way business is conducted. Policies regarding operations of the office, bookstore, Web site, Archives, AV and book libraries, and other responsibilities of the OVP will be maintained in the NSS office for reference, in both hard and digital copies.
The following policies and procedure documents have been created to guide the staff and OVPs, and are on file in the office on the NSS server. Printed copies are to be kept in a notebook for quick reference by the staff.

a. AV Library Lending Policy (5-08)
b. NSS Book Pricing Policy (2-08)
c. Renewal Reminder Process (6-07)
d. NSS Privacy Policy (3-08)
e. NSS Archives Policy (6-07)
f. NSS Style Sheet
g. Process for Adding to Bookstore Inventory (2-08)
h. Policy for Resale of NSS Merchandise (2-08)
i. Memorandum of Understanding: Resale of NSS Member Merchandise (2-08)

j. Policy for Distribution of NSS Member Mailing Labels (includes confidentiality agreement) (4-08)
k. Procedures for Entering Cash Receipts after a Caving Event (7-08)
l. Procedures for Operating the Credit Card Terminal (7-08)
m. NSS Limited Edition Designer T-shirt Program (5-08)
n. Publication Archives Procedures (8-08)
o. Procedures for Registering Copyrights (7-08)

These documents were created to support office services

a. NSS IO Services Guidelines for Members (5-08)
b. NSS Merchandise MOU for Caver Vendors (2-08)
c. Vendor wholesale price list and worksheet (5-08)

4. NSS Archives Policy 05-07

a. The room in which the archives are stored shall be kept locked, and only those authorized by the NSS Archives Chairman shall be allowed access.
b. All requests for material that requires access to the NSS Archives files shall be sent to the Archives Committee Chairman for action.
c. The Archives Committee Chairman shall be notified by the NSS office when material arrives that is addressed to the Archives or appears to be appropriate for the Archives.
d. The Archives Chairman shall be notified when access to the room in which the Archives are stored is necessary for any reason.

5. NSS Staff Handbook 01-08

The NSS Staff Handbook governs employee policies and practices. The Handbook is to be distributed to each employee, and updated and amended as necessary by the OVP. Every new employee shall sign the form in the handbook to confirm that they have received a copy and agree to abide by its policies.

6. NSS Bookstore Inventory 01-08

Guidelines and instructions for ordering, pricing, and adding new Bookstore stock are contained in the written policy Adding to NSS Bookstore Inventory.

General priorities, when considering books:

a. Books published by the NSS; NSS symbolic items
b. Non-fiction adult books that specifically cover the sciences of caves and karst.
c. Non-fiction adult books that specifically cover areas of interest pertaining specifically to caves and karst, such as history, techniques, specific caves and caving regions, educator references, conservation, biographies/autobiographies of important figures in caving/speleology, and general interest and information.
d. Fiction and art books specifically relating to caves and caving, including poetry.
e. Children s books specifically relating to caves and karst.

However, each book will be evaluated on its own merits for quality, audience appeal, and appropriateness.

7. The NSS Style Guide 01-08

The NSS office, brochures, membership letters and forms, and NSS Web site material should

follow the NSS Style Guide. (Available on the NSS News Web page.)

8. Pricing NSS-published books **07-08**

The *Policy for Pricing NSS-Published Books* will be used by the OVP, office staff, and EC, as a guideline when setting prices for NSS-published books. The policy is kept in the NSS office.

9. NSS Forum Sub-Committee **07-08**

a. The sub-committee has overall responsibility for the NSS Forum, CaveChat, www.cavechat.org, and the NSS Flickr photo group http://www.flickr.com/groups/caving_photos/pool/.

b. The administrator of the NSS Forum (CaveChat) answers directly to the NSS OVP, and has the following responsibilities:
   1) Chair the sub-committee.
   2) Overall operation, look, and feel of the CaveChat forum.
   3) Maintaining and upgrading the CaveChat forum software (currently phpBB) including creating back up copies of the Forum regularly.
   4) Selecting and guiding Forum moderators.
   5) Promoting CaveChat, including:
      a). Keeping links up to date on various NSS and I/O sites.
      b) Seeking out other caving Web sites that might host a link to the Forum.
      c) Submitting articles, notes, and/or ads about the Forum to the NSS News and on caver list-servs to spread the awareness of the Forum and its benefits.
      d) Promoting the Forum at NSS Conventions
   6) Explore and develop other reasonable avenues on the Internet for the NSS to encourage fellowship and networking among NSS members, to promote an interest in caves and their protection, promote speleology, introduce the NSS and responsible caving to non-members, and increase the visibility and stature of the Society. New projects should be approved by the NSS OVP.
   7) Appointing any sub-committee members necessary to effectively carry out the committee's responsibilities.
   8) Submitting a report on sub-committee activities to the OVP about 45 days before each Board meeting.

10. Records Retention Procedure **06-12**

The National Speleological Society needs to retain certain records beyond current use needs, according to regulatory, legal, financial, and operational requirements. Whether a record is in paper or electronic format will not determine its value or retention period; its content is the key factor in determining retention. See Retention Schedule (below) for retention period(s) based on document content. (Act 25-864)

Categorizing Information:
Any list would fail to be all-inclusive therefore a determination may need to be made as to whether a particular item is considered a record, and thus, subject to retention. Some of the characteristics of a record are:

- Contains legal or regulatory compliance information
- Evidence of a transaction
- Identifies participants in business activities or who had knowledge of an event

- Proves a business related event or activity occurred or did not occur

Records can also be categorized based on value. Examples of which are:

- Records with Enduring Value (to be retained permanently)
- Board of Governors (BOG) agendas and meeting minutes
- Correspondence related to official business at the executive level
- Membership lists
- Grant proposals, approvals, and reports

Records with Limited Value (to be retained 3years unless required longer for regulatory or legal purposes)

- Office service and equipment receipts
- Utility records

Documents of Little Value (to be retained 0-30 days or until no longer needed for reference)

- Copies of documents
- Drafts
- Junk and SPAM mail
- Personal correspondence, e-mail, text messages, etc.
- Routine requests for information or publications and replies
- Task lists

Keeping Records Electronically

- The Office Manager will determine a Back Up Schedule to ensure that computer records remain viable.
- The Records Retention Procedure(s) should be reviewed at least annually to assure compliance with current requirements.
- When a record is no longer needed or required, it shall be disposed of properly to ensure that it is truly no longer recoverable.

Retention Schedule

Document Content	Minimum Retention
Accident Reports	7 years
Accounts receivable, payable ledgers/schedules	7 years
Articles of Incorporation, Charter, Bylaws	Permanently
Bank statements, deposit records, cancelled checks, etc.	7 years
Bylaws and Charter	Permanently
Chart of Accounts	Permanently
Checks for important purchases	Permanently
Contracts (still in effect)	7 years past expiration
Copyright, Trademark, Patent registrations	Permanently
Correspondence (administrative)	3 years
Correspondence (legal)	Permanently
Deeds, mortgages, bills of sale	Permanently

Depreciation schedules	Permanently
Donations	7 years
Employee handbook	Permanently
Employment records	3 years from creation
Expense Analyses	7 years
Financial Statements, year-end	Permanently
I-9s	3 years after hire date
Insurance policies	3 years after expiration
Insurance records of accidents/claims	Permanently
Internal audit reports	3 years
Invoices	7 years
Inventory records	7 years
Journals	Permanently
Loan documents	Permanently
Mission statements, strategic plans	Permanently
Non Profit status	Permanently
Organization charts	Permanently
Payroll records	7 years
Personnel files (terminated employees)	4 years after termination
Petty cash vouchers (included in Accounting)	7 years
Property appraisals	Permanently
Property records	Permanently
Property blueprints, utility diagrams	Permanently
Purchase orders	7 years
Sales records	7 years
Tax returns and worksheets	Permanently

Resources:
The Collaborative Electronic Records Project: http://siarchives.si.edu
The National Council of Nonprofit Associations: http://www.ncna.org

11. Office Manager Job Description 03-14

Perform those duties consistent with those normally associated with the title of Office Manger, and additionally:

- Oversight of the operations and daily management of a non-profit organization with 10,000 members
- Supervising employees including day-to-day supervision of a bookkeeper reporting to the Secretary-Treasurer.
- Operating and managing a retail bookstore with gross sales of $90,000+ annually (includes e-commerce, traveling bookstore annual convention and on-site/walk-in transactions) Logistics knowledge (pre-plan and coordinate the shipping of the bookstore to various Convention sites).
- Developing Standard Operating Procedures (SOPs) including SOP s for the new NSS Headquarters building.
- Responsible for Payroll administration
- Manage $150,000+Office Budget.
- Database (NSSTrak) / Network Administrator.
- Responsible for the management and rental of NSS physical property and buildings.

- Other activities as required by the Operations Vice President and the Board of Governors of the National Speleological Society, Inc.

Top

JOB DESCRIPTION -- SECRETARY-TREASURER 8-7-98

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 for delegating signature authority for NSS accounts to agents of the S-T. As a minimum, the NSS President and S-T shall have signature authority on all NSS accounts. The S-T is responsible for establishing 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 independent audit by a certified public accountant or accounting firm. The S-T is responsible for managing the process 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 entire 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 Committee.

The S-T shall support the other officers and the Board of Governors by providing timely reports of the Society s financial activity and status, certifying corporate documents as Secretary , filing corporate returns including annual reports and tax returns when required, and ensuring original corporate documents are stored in a safe deposit box. The S-T is also responsible for managing committees assigned to the S-T department by the Board of Governors.

1. Committee Charges 9-83, 6-81

In order to simplify Society bookkeeping, no Society committee shall charge another committee for services rendered or goods tendered for the conduct of Society business except for those cases defined below. For each exception the charge shall be accomplished administratively and reported in the respective committee's financial reports. No actual funds shall be transferred.

A. The NSS Bookstore will charge the NCRC Rescue Seminar for the cost of NCRC Rescue Manuals to be used in the conduct of the seminar.

2. Interest Earned on Restricted Funds 9-83

In order to implement Act 16-349, interest earned on money in restricted funds will be distributed monthly among the Society restricted funds with balances of $100 or more in proportion to the balance in the fund at the beginning of the month. No interest will be credited to Foundation funds held by the Society or Society funds with a balance under $100.

3. Donations or Payments Toward Committee Expenses 9-83

Except for advertisements in Society publications, JOURNAL page charges, or awards reimbursed by the Foundation, donations or charges toward committee or office expenses will be credited to the corresponding expense account. Committees which

have a credit balance of $25 or more at the end of the fiscal year will have a restricted fund set up at that time. Credit balances of less than $25 will be used to offset other charges in the department. The committee's operating budget will be used to pay committee expenses before using committee restricted funds.

4. Distribution of Donations (Prior to **2-88**)
This policy was an interpretation of Act 63-464. Act 63-464 was repealed 03-16-96. This policy was deleted 8-99.

5. Signature Authority and Approval of NSS Contracts and Agreements 11-98
In the normal course of Society business we enter into a variety of formal and informal contracts and agreements. The following establishes signature authority and our policy for approving them:

- Acceptance of a proposal to host a NSS Convention with a friendly description of what will be done by whom - To be signed and approved by the convention chairman, AVP & NSS President after BOG acceptance of the bid
- Acceptance of a proposal to host a NCRC National Rescue Seminar with a friendly description of what will be done by whom - To be signed and approved by the seminar chairman, chairman of the NCRC Board of Regional Coordinators, AVP & NSS President
- Significant contracts that implement a NSS convention (e.g. contracts for campground, sessions facility, banquet caterer) - Convention chairman may approve them after AVP review
- Significant contracts that implement a NCRC National Rescue Seminar (e.g. contracts for campground, facility, banquet caterer) - Chairman of NCRC Board of Regional Coordinators or the National Rescue Seminar chairman may approve them after AVP review
- Contract with Federal Agencies (e.g. contract to restore a section of Mammoth cave) - To be signed by NSS President after BOG approval
- Agreement with editor of a SpeleoDigest - To be signed and approved by SD Coordinator & EVP after BOG approval of capital budget
- Agreement with author/editor to develop a book (e.g. On Rope) for NSS publication - To be signed and approved by EVP, S-T & NSS President after BOG approval of capital budget
- Agreement with editor of NSS periodical (e.g. NSS News, JCKS, ACA) - EVP to describe relationship in Section 9 of BOG Manual including what is covered by honorarium
- Agreement with others receiving a NSS honorarium (e.g. chairman of Conservation Committee) - EVP to describe relationship in Section 9 of BOG Manual including what is covered by honorarium
- Agreement with person scanning photos or layout a NSS book - To be signed and approved by EVP
- Agreement with NSS staff employees - To be signed and approved by OVP, S-T & NSS President

- Loan agreements - To be signed by S-T & NSS President after BOG approval of operating budget
- Insurance agreements - To be signed by Chairman of NSS Insurance Committee after S-T review
- Agreements to purchase or accept title to real property - To be signed by AVP & NSS President after BOG approval
- Memorandum of Understanding with external organizations - To be signed by NSS President after BOG approval
- Commercial agreements such as those associating the NSS with travel agents, credit cards, long istance phone service, car rentals, etc - To be signed and approved by S-T
- NSS bank accounts - To be signed by the S-T, NSS President, and agents of the S-T
- Release of NSS copyrights - To be signed and approved by EVP

6. Acknowledging Donations 1-99, 11-98

All donations should be sent to the NSS office. The office staff will acknowledge donations with a written receipt which states the amount of the donation and the value of any benefits provided to the donor in return for the donation. The office staff will record all donations in our accounting ledger and maintain a list of such donations for use in Society tax reports. The NSS will only acknowledge the value of donations it records as a formal transaction in the Society accounting records and the value will be that recorded in the NSS ledger.

From the perspective of a NSS committee member who incurs an expense. The member may either:

- itemize his donation in his tax return without any documentation from the NSS
- bill the NSS for expenses within his budget, receive his reimbursement, and send a donation to the NSS office with all transactions recorded in the NSS accounting system.
- request a written acknowledgment from a Society officer based upon the officer s firsthand knowledge

The Society does not normally acknowledge expenses many members incur in pursuit of NSS goals such as the survey & study of caves.

All requests for the Society to acknowledge the donation of unreimbursed expenses should be sent to the responsible officer. Requests related to attendance at NSS Executive Committee and Board of Governor meetings should be sent to the Secretary-Treasurer. The responsible NSS officer will respond by reporting his first hand knowledge. The response may also state second hand information provided it is labeled as such. The following is a typical response:

To Whom It May Concern:

The purpose of this letter is to confirm that Joe Caver served as the Administrative Vice President of the National Speleological Society during 1998. In this capacity, Joe Caver incurred non-reimbursed out of pocket costs in voluntarily contributing his time to this

organization. The National Speleological Society (NSS) is a non-profit scientific and educational organization under Section 501(c)(3) of the Internal Revenue Code and is dedicated to the scientific study and conservation of caves and cave-related features in the United States.

I acknowledge that Joe Caver carried out the following activities on the dates listed.

Feb 6-10, 1998: Attended Executive Committee budget meeting in Puerto Rico. Presented budget for AVP Department, discussed and worked on NSS Capital and Operating budgets for FY 98/99, discussed other NSS business.

March 21-22, 1998: Attended NSS Board of Governors meeting in Huntsville, AL. Presented and discussed AVP report, presented motions as business items, and carried out NSS business.

June 5-7, 1998: Attended Executive Committee meeting in West Bloomfield, MI. Discussed NSS business with other NSS officers and prepared agenda for next Board of Governors meeting.

August 2-7, 1998: Attended NSS annual convention in Sewanee TN. Attended Board of Governor meetings, held several meetings with committee chairs in the AVP Department, attended meetings of Committees on which he serves, gave two papers, discussed volunteer activities with U.S. Forest Service staff, and carried out NSS business.

Sept. 19-20, 1998: Attended Executive Committee meeting in McDowell, VA. Discussed issues in AVP and other NSS departments and proposed motions for next meeting of the NSS Board of Governors.

Nov. 7-8, 1998: Attended NSS Board of Governors meeting in Pasadena, CA. Presented AVP Department report, made and discussed motions, met with members of Committees in the AVP Department, and carried out NSS business.

The activities carried out by Joe Caver for the NSS took up substantially all of his time while attending the meetings listed above. There was no vacation time or personal recreation time involved in this work and no goods or services were provided to Joe Caver to reimburse him for his activities.

Sincerely,

Paul Stevens
Secretary/Treasurer
National Speleological Society

The above sample letter should be modified as appropriate by the responsible officer to reflect the committee chairman s activity.

7. NSS Tax Identification Number 11-98

The NSS Federal Identification Number shall be used only for NSS bank accounts. All transactions associated with the NSS Federal Identification Number must be recorded in NSS ledgers, reflected in NSS financial statements, and reported in NSS federal tax returns. Our Federal Identification Number shall not be provided to anyone for any purpose other than to open an approved NSS bank account or process NSS tax reports. If someone requests our Federal Identification Number or a copy of our IRS determination letter for any other purpose (for example to show they contributed to a 501(c)3 organization), respond by referring them to the IRS listing of all 501(c)3 organizations in IRS Publication 78, the IRS's listing of all 501(c)(3) organizations which can be viewed at the IRS Web site, www.irs.ustreas.gov.

8. Reimbursement of Travel Costs 3-99, 11-98

Except as noted below the Society will not reimburse the cost of travel.

The NSS will reimburse travel costs incurred by:

1) NSS employees carrying out the duties of their NSS job funded from the OVP Department budget.
   a) This includes travel costs incurred by their designated agent to transport them or NSS bookstore items to a NSS convention or other sales event.
2) Specific individuals or groups of individuals who receive a NSS honorarium and the travel expenses are funded from the honorarium. The honorarium includes an allowance for the cost of travel associated with their NSS duties and no travel related expenses will be reimbursed outside of those covered under the honorarium unless explicitly approved in advance by the Board of Governors.
   a) Conservation Committee Chairman
   b) Journal of Caves and Karst Studies editor
   c) staff of a NSS Convention
   d) instructors for a NCRC rescue training seminar
3) Individuals based upon a budget approved by the BOG which explicitly approves the expenditure of funds for travel costs.
   a) NSS NEWS editor
   b) Conservation Committee Chairman
   c) NSS National Cave Management Symposium Coordinator
4) NSS Operations Vice President, Secretary-Treasurer or their designated agents when required to perform their duties at the NSS office and the travel expenses are funded from the officer s Department budget.
5) NSS officers in order to attend EC meetings (other than those held in association with meetings of the Board of Governors) and the travel expenses are funded from the BOG approved EC Travel Budget.
6) Individuals invited to attend EC meetings (for example to help prepare the NSS budget) and the travel expenses are funded from an officer s Department budget.
7) Individuals who receive an International Speleological Partnership grant and the travel is funded under the grant.

8) 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.
   a) participants under the NSS Mammoth Cave Restoration Project
9) Individuals who are traveling to special events when approved by the President in advance and funded from the President s Conference Travel Budget.
   a) specialists requested to testify at a government hearing
10) Individuals in extraordinary situations when approved in advance by an officer and reported to the Board of Governors at their next meeting.

9. How the NSS Accounting System Records A Transaction 3/98

The two most common methods of recording transactions are cash and accrual accounting. Cash accounting records transactions only when cash (or a cash equivalent such as a check) is actually received or disbursed. Accrual accounting records transactions when they actually happen (when we deliver or receive a product or service) regardless of whether cash actually changes hands at that time. The NSS records some of its financial transactions on a cash basis and others on an accrual basis.

- Membership dues are recorded on a strictly cash basis. Members are under no obligation to renew their membership and in the past it was difficult to track our liability to provide a member specific publications beyond those published during the term of his membership.
- Donations are recorded on a cash basis. Even for those who may pledge a future donation, we account for the donation not when it's pledged, but only when it is received.
- Interest and miscellaneous income are recorded on a cash basis when received.
- Bookstore sales income is recorded on an accrual basis. Much of our wholesale book sales are done on credit and our accounts receivable is normally $10,000-20,000 at any given time.
- Bookstore cost of goods sold (COGS) and related expenses are computed on an accrual basis. When we buy items on credit we track the transaction in accounts payable until we pay the bill. We record the cost of goods sold only once a quarter because our accounting depends on our physical count of inventory.
- NSS Office staff expenses are recorded on an accrual basis. However we do not accrue the fact that we are paying salaries several weeks after they are earned. For example a paycheck issued on January 2nd is recorded as a January payment even though it may cover days worked with in December. We accrue the liabilities for tax withholding in paying salaries. We do not accrue a bonus based on the sales of the previous fiscal year since it would be difficult to accrue the bonus though out the year since currently it is on a sliding scale. We do not accrue the liability that comes from an employee s accumulated vacation time. Our contribution to employee s pension contribution is also not accrued even though it is paid in May based on the salary received the previous fiscal year.
- Advertising income is recorded strictly on an accrual basis. Most of it is pre-paid.
- Committee expenses are recorded on a cash basis, but we recognize that the committee chairs accumulate a lot of reimbursement liability before they get around to requesting reimbursement or deciding to donate their expenses.

- Convention and NCRC national rescue seminar income & expenses are currently recorded on a cash basis by the convention and the NCRC. But we record them on an accrual basis in our corporate books (and our Federal Income tax Form 990) based upon when the event was held. For example in our FY96/97 federal tax return, the out year conventions (1997, 1998, and 1999) have their accumulated income and expenses written down as pre-paid income and pre-paid expenses. Only the convention that was actually held within the tax year (in this case 1996) had its income and expense included in our tax return after adjusting for the cumulative pre-paid income and pre-paid expense included in earlier years returns. As we integrate conventions and NCRC seminars into our accounting system and unify our corporate accounting, we're going to have to start recording their transactions on an accrual basis.
- Periodical and Non-Periodical NSS publication expenses are recorded on an accrual basis. For example we recorded the entire cost of publishing *On Rope* when it was published even though we may have given the authors cash advances in prior fiscal years. However, the back issues of *the NSS News, Journal of Cave and Karst Studies* (Journal), and the Convention guidebooks are expensed at the time of printing so their accrual basis is zero.
- Transfers to restricted funds are accrued on a quarterly basis.

10. How the NSS Accounting System Calculates the "cost of goods sold" 3/98

The NSS calculates the Cost of Goods (COGS) using the average cost method . The COGS for a particular item is calculated by dividing the sum of all costs incurred to acquire our inventory by how many of the item is in our inventory. Each time we sell an item, the COGS is the average cost of that item in our inventory. This accounting is done separately for each inventory item then aggregated by sales category. We record COGS once each quarter based upon a physical inventory of each item. When calculating the COGS for books we publish ourselves we include all of the costs we incur to make the book available for sale. These include all of the advances required to produce the book plus the cost to print and ship it to the NSS bookstore. We separately account for any recurring royalty fees associated with the book, but consider them when setting the book s retail price and display them along with the book s COGS in our fiscal reports.

11. How the NSS Accounting System Records "advances" 3/98

An "advance" - whether it's a publishing advance to produce Cave Mineral of the World, a postal advance for mailing the News, or money advanced to the Convention for their start-up expenses, is an 'asset', just like cash in our bank or book value in our inventory. When we pay an advance, the check is recorded as a credit on the bank account and a debit on the advance account. Transferring money between two assets does not change the other side of the equation - liabilities plus fund balances. And if it doesn't affect our current fund balance, it is neither income or nor an expense.

12. NSS Account Reconciler 8/99

The NSS Secretary-Treasurer is responsible under BOG Act 15-509 for appointing individuals to reconcile each NSS bank account. A reconciler is an individual who does not have signature authority for the account. Their responsibilities include:

1) Review the bank statements for a NSS bank account and the checks issued against it for items that:
   a) appear to be unusual
   b) may not comply with Standard Accounting Principles
   c) may not comply with NSS policies
2) Try to balance the bank s periodic account statements to the monthly fiscal report provided by the person managing the bank account (person with primary signature authority).
3) Ask the person managing the bank account questions in an attempt to resolve any apparent issues. Review the individual receipts and requests for reimbursement behind a questionable transaction in those rare cases when we must get down to that level of detail to resolve whether the transaction was appropriate.
4) Report any discrepancies to the NSS Secretary-Treasurer.

Their responsibilities may also include identifying transactions that have not have been attributed to the correct NSS Chart of Accounts item. This will be done in those situations where it is critical that the allocation is correct; for example when the transaction has tax implications.

13. NSS Fiscal Policies 10-99

The NSS Office Manager is responsible for:

1) Receiving NSS revenue, posting it in the NSS accounting system and depositing it in the bank.
2) Paying NSS bills when authorized by the S-T & responsible officer.
3) Maintaining the audit trail for all revenue received and expenses paid.
4) Entering all fiscal transactions in the NSS accounting system.
5) Reconciling accounting & bank records not less than once each month.
6) Preparing fiscal reports defined by S-T.
7) Soliciting SSNs (IRS form W-9) from individuals to whom we pay royalities or more than $600 in a calendar year for services and distribute IRS form 1099 to them each January.
8) Storing business documents in the NSS bank safety deposit box and maintaining a list of its contents.
9) Taking inventory of the NSS bookstore stock.
10) Maintaining on-line access to NSS accounting records for S-T and designated agents.
11) Providing electronic copies of NSS accounting data to S-T and designated agents.
12) Training NSS office staff to perform financial tasks.
13) Supervising NSS office staff as they perform financial tasks.
14) Developing and maintaining descriptions of NSS office financial policies and processes.
15) Scheduling workloads so as to have time available during peak periods of financial activity.

NSS Bank Accounts:

1) No NSS bank account can be opened without the approval of the NSS Secretary-Treasurer. A NSS bank account is a bank account that uses the NSS Federal

Tax Identification Number (FIN) or contains NSS funds. Bank accounts containing NSS funds must use the NSS FIN.

2) The NSS President and NSS Secretary-Treasurer must be signatories on all NSS bank accounts. Other signatories (for example, a NSS convention or NCRC regional treasurer) may be approved by the NSS Secretary-Treasurer.
3) Banks must be instructed to send the original of their periodic statements for NSS bank accounts to the NSS office (2813 Cave Avenue, Huntsville AL 35810-4431). The NSS office will quickly send copies of these statements to the person managing the account and others (independent account reconcilers, NSS convention treasurer, NCRC Financial Officer, NCRC Regional Coordinator, etc) designated by the NSS Secretary-Treasurer.
4) Persons managing NSS bank accounts must provide a periodic statement of account activity to the person designated by the NSS Secretary-Treasurer to independently reconcile the account. The independent reconciler will compare the activity indicated in the bank statement with that reported by the account manager. If the reconciler has questions, the person managing the account should respond. The independent reconciler will report their findings to the NSS Secretary-Treasurer (inter alios).

Purchase Orders for NSS Publications:

1) A purchase order (PO) will be used by NSS publication editors when ordering products or services from a vendor. A PO is not required for miscellaneous purchases if the publication editor directly pays the vendor and then provides a detailed list of expenses with a request for reimbursement. Only our printer & the NSS office will work with the mailer since the printer knows the weight of the publication & the NSS office knows the mailing quantities. The NSS Office Manager is responsible for determining if the mailer's invoice is fair.
2) The editors shall number each of their purchase orders with a unique, sequential number starting with 00001 as PO numbers are used. For example:
   NEWS-00023 Printing the May 1999 NSS News issue
   JCKS-00005 Editor Honorarium for the January 1999 *JOURNAL* issue
   ACA-00003 Domestic postage for the ACA issue published in December 1999
   MM-00002 Shipping the July 1999 NSS Member Manual to the NSS office
   SD-00004 Printing the 1996 Speleo Digest
   A PO number will not be duplicated or skipped.
3) A sample purchase order is provided. However publication editors may design their own purchase order forms as long as it contains the following information:
   - The name of the NSS publication.
   - Which issue(s) of the NSS publication benefits from PO.
   - The name of the person placing the order and the date the order is issued.
   - Space to fill in the purchase order number.
   - Space to fill in the name of the vendor to supply the product(s) or service(s).
   - An area of blank columns and rows in which to describe:
     - what products/services (layout, printing, shipping, etc) were ordered.
     - a price (or an amount not-to-exceed) for each product/service ordered.
     - what NSS budget account (COA) is to be charged for each product/service

ordered.

- A space for the total price (or an amount not-to-exceed) for all items ordered under the PO.
- A note to the vendor providing the product or service to:
  - contact (your name, phone number, fax number, email address, etc) in event they have questions concerning what it ordered - include the purchase order number on their invoice when requesting payment .
  - send their invoice for payment to the National Speleological Society, 2813 Cave Avenue, Huntsville, AL 35810-4431. Refer questions on payment to Tel: (256) 852-1300, Fax: (256) 851-9241, E-mail: nss@caves.org.

4) The editor will tell their vendor to reference the purchase order on their invoice sent to the NSS office for payment.
5) An electronic copy of each Purchase Order will be provided to the NSS office, the NSS officer in charge, and the NSS Chief Accounting Officer. The editor shall retain a copy for reference.
6) The NSS office will not pay an NSS publication bill without matching it to a purchase order provided by the NSS publication editor. The NSS office will not pay any bill over the amount authorized in the purchase order without further direction from the editor or officer in charge.
7) The NSS office will file a copy of each purchase order with others for that publication, in numerical order. Electronic POs will be printed and filed with a printed copy of the invoice.
8) The NSS office will record the transaction in the NSS accounting system, including the purchase order number, products/services, publication issue, and price paid. The cost of each product/service will be charged against the proper line in the NSS chart of accounts.
9) The NSS office will report the expenses paid for each NSS publication to the editors, NSS officer and the Treasurer at least once each month.
10) The authority and responsibilities of the respective NSS officers remain as specified in the BOG Acts contained in Sections 15 and 16 of the Board of Governors Manual. The NSS office will electronically notify the responsible NSS officer and the Secretary-Treasurer if a request for payment appears to be improper.

14. Policy for Defraying EC Travel Expenses 10-99

This policy describes how Board Act 16-439 will be interpreted by the Executive Committee (EC).

OVERALL PHILOSOPHY

Meetings between the officers are necessary for the efficient operation of the NSS. The Board of Governors, through Act 16-439, recognizes that need and provides for reimbursement of expenses associated with such meetings. The Executive Committee will prudently manage the EC Travel Budget in a manner that permits the efficient conducting of business under reasonable working conditions and in a manner that is both professional and modest.

Transportation: For cost reimbursement purposes, the mode of transportation to and from

Executive Committee meetings is commercial air transportation. Expenses for transportation will be reimbursed as follows:

- The actual cost of the airline ticket including parking for the individual's car while at the EC meeting, or
- Mileage at the prevailing IRS approved rates, up to the prevailing airfare from the officers home city to the meeting but not higher than the actual expense. The officer will be responsible for supplying the prevailing airfare to the Secretary-Treasurer when seeking reimbursement, or
- The actual cost of other modes of transportation (train, bus, etc.) up to the prevailing amount of airfare using the same method described in 2.

Lodging and Food: Lodging and Food costs are not included as a reimbursement expense unless a travel package is used where the inclusion of lodging and food represents a financial benefit to the NSS.

Incidentals: Incidentals such as (but not limited to) phone calls, hygiene articles, etc. are not reimbursement expenses.

Car Rentals: Car rentals are reimbursed. It is expected that officers will car pool when feasible.

Trades: If an officer uses frequent flyer awards (or similar devices); reimbursement will be made for the value of the award or the prevailing cost of the flight, whichever is less. If an officer uses discount coupons to reduce fares the officer is to be congratulated but not reimbursed. Upgrades to higher travel classes are not reimbursable.

Guests: From time to time, an officer may ask the President to invite members of the officer's committees to attend EC meetings. Such invitations should be necessary for the conducting of NSS business. Notwithstanding the provision of Act 03-141, the officer may provide those committee members with reimbursement in accordance with the provisions outlined above from his department budget. Under no circumstances are family members who may attend EC meetings to be reimbursed for expenses, even if the family member attends as a committee member.

Sites:

- The Executive Committee is free to select the meeting sites for EC meetings.
- It is recognized and accepted that meetings may be held in areas recognized as tourist destinations. When such meetings are held, care must be taken to ensure the NSS does not incur higher expenses than might be incurred if the meeting were held in a location not recognized as a tourist destination. The rule should be one of relative equivalency ... is the cost of a meeting at the site roughly equivalent to a meeting held in other areas
- While the officers may occasionally elect to meet in the home of an officer, there is no requirement that officers make their homes available for such meetings. The NSS will not reimburse an officer for his personal expenses associated with hosting a meeting in his home.

Emergencies: Rarely, emergencies will happen. The 1996 EC Winter meeting in Huntsville is a good example (all the EC were snowed-in at the office). In the event of emergencies, it is recognized the officer has family and professional obligations that must be satisfied and these may result in higher than normal travel costs. Reimbursement for items such as food, lodging, and incidental expenses may become acceptable during such a period. Upgrades to higher travel classes may be acceptable (if that is the only way to get seating on a flight).

- In the event of an emergency that interrupts travel, the officer shall maintain good expense records and seek the lowest cost means of resuming normal travel.
- It is recognized that not every officer may experience an emergency at the same time. Connecting flights can be impacted by weather conditions and only one officer can be impacted.
- When emergencies occur the President will move to amend the budget if necessary to cover expenses as a result of the emergency.

15. NSS Office Process for Receipts 3-00

1. Receipts by cash or checks

A. Membership dues, donations, and bookstore receipts are received by the office each day. Each transaction is recorded into NSSTrak by the secretary with the payment type and check or cashier check number (if applicable) entered in the payment information.

At NSSTrak Main Menu go to 3 - Cash Receipts (Process Renewals)
At Cash Receipts go to 1 - Process Daily Mail
Memberships are processed completing the appropriate NSSTrak Template for the selected option.
If bookstore orders are combined with membership dues or donations in a single check, the amount is recorded into Book Sales Amt. , the book order is annotated paid with membership and check number, and the order is placed in the bookstore tray for later processing (see section 3 - Bookstore receipts).

B. After all membership and donation transactions for the day are entered into NSSTrak, the secretary posts them to the membership records.

1. Post Transactions is 4
2. Post Donations is 5

C. The secretary adds the amount of checks and cash and fills out a deposit slip. The checks are stamped with the deposit only stamp.

D. The secretary prints the Daily Audit report (8) and checks the balance against the amount on the deposit slip. These two amounts should be the same.

E. The Secretary deletes the input records (7). This clears out the file so that tomorrow s transactions can be processed.

F. The Secretary prints the membership cards (9). If the membership cards print correctly, then the secretary deletes the file (10).

G. The Secretary prints the membership acknowledgment letters (11 and 12).

H. The Secretary exports the Donation Data to Word (14). Then (s)he prints the donation letters on NSS letterhead.

I. If one of the transactions is a Life memberships in the renewals, the secretary prints the life member letter, certificate and membership card.

J. The secretary files membership renewal notices by date.
K. The secretary then provides the daily audit report to the Office Manager to enter into LedgerMaster.

1. From LedgerMaster Main Menu go to 5 - G/L - General Ledger
2. Then 3 - Checkbooks
3. Then 2 - Checkbook Transactions
4. Then 1 - Checkbook Transactions
5. Enter 10 in Checkbook Field
6. Trans Type = Deposit
7. In Transaction Description enter NSSTrak Deposit and total amount of deposit
8. Enter GL account numbers from Daily Audit report
9. The GL amounts will be negative.

L. The Office Manager then files the daily audit report along with a copy of the deposit slip and the bank deposit confirmation receipt in a notebook.
M. The secretary provides the membership cards and letters to the Mailroom Clerk who then mails them. If there are life member cards, the mailroom clerk laminates the card. The new members are mailed a new members package which includes the convention discount coupon.

2. Receipts by credit cards

A. Membership renewals to be charged against a credit card are given to the Mailroom Clerk who processes the credit card charge through the credit card terminal. If the office receives a credit card transaction that includes a book order, the order is placed in the bookstore order tray for later processing (see section 3- Bookstore Receipts).
B. Each transaction is recorded into NSSTrak by the secretary with the payment type, batch number and reference number entered in the payment information.

1. At NSSTrak Main Menu go to 3 - Cash Receipts (Process Renewals)
2. At Cash Receipts go to 1 - Process Daily Mail
3. Memberships are processed using either option 1, 2 or 3 by completing the appropriate NSSTrak template for the selected options.

C. After all membership and donation transactions for the day are entered into NSSTrak, the secretary posts them to the membership records.

1. Post Transactions is 4
2. Post Donations is 5

D. The secretary prints the Daily Audit Report (8) and compares this amount with the total on the credit card batch. The credit card batch may include membership dues, donations, book orders and A/V library charges. The book order amount must match that on the LedgerMaster Receipts report (see section 3 - Bookstore Receipts).
E. The Secretary deletes the input records (7). This clears out the file so that tomorrow s transactions can be processed.
F. The Secretary prints the membership cards (9). If the membership cards print correctly, then the Secretary deletes the file (10).
G. The Secretary prints the membership acknowledgment letters (11 and 12).

H. The Secretary exports the Donation Data to Word (14). Then (s)he prints the donation letters on NSS letterhead.
I. If one of the transactions is a Life memberships in the renewals, the secretary prints the life member letter, certificate and membership card.
J. The secretary provides the membership cards and letters to the Mailroom Clerk who then mails them. If there are life member cards, the mailroom clerk laminates the card. The new members are mailed a new members package which includes the convention discount coupon.
K. The secretary files membership renewal notices (supporting data) by date.
L. The secretary then provides the Daily Audit report along with the LM Receipts report and A/V library receipts to the Office Manager to enter into LedgerMaster.

1. From LedgerMaster Main Menu go to 5 - G/L - General Ledger
2. Then 3 - Checkbooks
3. Then 2 - Checkbook Transactions
4. Then 1 - Checkbook Transactions
5. Enter 01 in Checkbook Field
6. Trans Type = Deposit
7. In Transaction Description enter NSSTrak Deposit , GB and total amount of deposit
8. Enter GL account numbers from Daily Audit report
9. The GL amounts will be negative.

M. The Office Manager then files the Daily Audit report and LM receipts report along with a credit card batch detailed report in a notebook.

3. Bookstore Receipts

A. The office staff enters orders into LedgerMaster.
   1. From the Main Menu go to 1 - O/E - Order Entry
   2. From Order Entry Menu go to 2 - Orders

B. The office staff enters the customer number into LedgerMaster..
   1. The office staff first attempts to locate the customer in the current database by one of the following processes:
      a. Enter NSS Number in the NSS field.
      b. Enter the first two letters of the last name followed by 0 and their NSS number in the Bill To: field.
      c. Enter their first three letters of the last name followed by the NSS number in the Bill To: .
      d. Enter first two letters of last name and a * followed by F10 in the Bill to: . Scroll down through the list.
      e. In the Bill To: , hit F10 to go into customer file and enter zip code and shift F1 to look at the customers in table form. Once the customer is found, put the cursor on the customer and shift F1.
   2. If the customer is not in the current database:
      a. Hit F10, this will go to Customer File
      b. Fill out the Ledgermaster template
         1. Under salesperson enter cm

2. Under terms enter:
   a. cash - if regular customer
   b. net 30 - if they have been approved by OM
      1. Under Credit ceiling enter credit limit
3. Under Tax, enter no unless Alabama resident

C. If the order is a company order with a Purchase Order, the office staff enters the purchase order number into field named Cust PO .

D. The office staff enters 10 in Checkbooks field if the customer is paying with a check, money order, or cash or if a company is purchasing the books with a purchase order. The office staff enters an 01 into the Checkbooks field if the customer is paying with a credit card.

E. The office staff enter the shipping method into Via . This can be found by hitting Control F10 and selecting the appropriate method. The Date under Via is the same as the current date.

F. The office staff enters the item number and quantity into the template. If the item number is unknown:

1. Look the number up in a bookstore catalog.
2. In the item field, enter the first two letters of the item and - plus a * and hit control and F10 keys at the same time. The first two numbers of the item number are categorized in the following manner:
   a. 01 = non-publications
   b. 02 = symbolic items
   c. 04 = non cost item such as convention items
   d. 05 = SpeleoDigest
   e. 06 = Other NSS Publications
   f. 07 = NSS Publications
3. In the item field, hit control F10 to bring up entire item list.

G. The office invoice freight is determined by the postage scale for domestic orders and actual cost for foreign orders and wholesale orders.

H. The office staff enters the method of payment under method . The options can be found by hitting control F10.

I. The office staff enters the amount of the money received under the deposit .

J. The office staff hit F2 to save the order. This prompts the staff to enter the period and year. Then the staff hits F2 to save the order.

K. Once the staff is finished entering the book orders, (s)he hit the escape key. This exits order entry and prints the picking ticket.

L. After the picking ticket is printed, the staff goes back into Orders (2). On each order, (s)he changes the Post to yes and hits F8 to modify the order (to see the next order hit F3). Once all have been changed, (s)he hits the escape key. The staff member answers yes to the question of OK to Post orders to A/R and hit the F2 key. (******note that once we have a bookstore assistant, I would like to change this process to where the orders are pulled by one person and checked by another person before proceeding to L******)

M. Once the posting is done, Ledgermaster is at the main Menu. The Office staff goes to 3 A/R Accounts Receivable. Then 2 - Invoices. Then 3 - Post unposted invoices. The computer prompts global and the staff member hits F2 to post and

print invoices now . Then the staff member hits F2 again to print the invoices.
N. The staff member then attaches the original paperwork, the picking ticket, and the invoice together and puts them in the Mailroom Clerk s In Box.
O. The Mailroom Clerk pulls the book order and packs it for shipping. On the picking ticket, (s)he marks the date it was shipped and the method of shipment. Most domestic packages are shipped via UPS which automatically insures them for $100.00 plus provides a means of tracking packages. Orders that are shipped via the US Postal service are recorded in a log book.
P. Payment for invoices can be made in a number of ways:

1. Credit cards - Charge cards are processed before shipping. The mailroom clerk attaches the yellow copy of the charge slip to the invoice and includes them in the package to be shipped. The top copy of the charge slip is attached to the picking ticket and put in the basket for charge slips.
2. Check or cash - After processing the order, the mailroom clerk places the picking ticket and the payment in the shipped box on the Operation Manager s desk. A copy of the invoice is including in the package to be shipped.
3. Invoice - The mailroom clerk places a copy of the invoice in with the package to be shipped. (S)he places the picking ticket and supporting documentation in the shipped basket on the Office Manager s desk.

Q. The following morning, the Secretary runs the Audit Unposted Receipts Report.

1. From Main Menu go to 3 A/R - Accounts Receivable
2. 3 - Receipts
3. 3 - Audit Unposted Receipts

R. The Secretary separates the invoices based on their payment method.

1. The credit card invoices are totaled up and their balance is compared to the balance on the Receipts report. The invoices are filed in a folder for the month.
2. The invoices that are paid for by check or cash are separated from their money. The money is added up and compared to the report. The Secretary then prepares a deposit slip and deposits the money. The invoices are filed in a folder for the month.
3. On the invoiced invoices, the Office Manager prints 2 additional copies of the invoice. (S)he mails a copy of the invoice(s) along with a pink return envelope to the customer. The other copy is attached to the picking ticket along with supporting documents. This copy is filed in the A/R file until it is paid.
4. Receipts for Accounts Receivable

A. The Office Manager pulls the invoice and the supporting documents out of the A/R folder. The receipt of the money is recorded in LedgerMaster. 1. From the Main Menu enter 3 - A/R = Account Receivable

2. Then 3 Receipts
3. Then 1 Receipts
4. Follow the LedgerMaster Template.
   a. Receipt Type = Receipts.
   b. To view the Payment Method , Hit Control F10.
   c. Under Receipt Reference , enter the check number.
5. Hit F2 to save the information

B. The check along the invoice and supporting documents are put in the

shipped box on the Office Manager s Desk.

C. These receipts will be included in the next day s Receipt Report and be deposited at that time.

5. Miscellaneous Receipts

The Office Manager from time to time receives moneys that are not Bookstore or Membership receipts. These basic steps are followed to correctly enter them inter LedgerMaster:

A. From LedgerMaster Main Menu go to 5 - G/L - General Ledger
B. Then 3 - Checkbooks
C. Then 2 - Checkbook Transactions
D. Then 1 - Checkbook Transactions
E. Enter Checkbook in Checkbook Field
1. In Checkbook field, Hit Control F10 to view all checking account numbers
F. Trans Type = Deposit
G. In Transaction Description enter NSSTrak Deposit and total amount of deposit
H. Enter GL account numbers
I. The GL amounts will be negative.
J. The Office Manager makes a copy of the check(s) and files this along with the support documentation in the checking account notebook.

16. NSS Office Process for Expenses 3-00

1. NSS Office Expense

A. The Office Manager enters the regular office bills into LedgerMaster as a voucher.
1. At the LM Main Menu - 4 A/P - Accounts Payable
2. 2 Vouchers
3. 1 Vouchers

B. To find the Vendor for the Vendor ID field, enter the first 3 letters of the vendor s name and a * then hit Control F10.
C. In the Period field, enter the current period and year.
D. Enter the current date in the Expense Date .
E. In the Vendor Ref: , enter the invoice number or account number. This number will appear on the check.
F. Enter the checkbook number in Checkbook . The default is checkbook 10. To look up the checkbook numbers, clear the field by hitting F6, then hit control F10.
G. Finish filling out the LedgerMaster template.
H. Hit F2 to save the voucher.
I. Escape out of the Vouchers.
J. Run 2 - Audit Unposted Vouchers and check vouchers against bills
K. Run 3 - Post Unposted Vouchers. This will print invoices for each voucher.
L. Hit the escape key to go to the Accounts Payable Module Menu

M. Go to 3 - Payments
N. Go to 4 - Preview Vouchers Selected to Pay
O. Check the vouchers to pay against the bills to pay
P. Go to 5 - Audit, Print, & Post Checks and follow template directions
Q. After printing the checks, attach all documentation to the invoice. Attach the invoices to all the reports and paperwork the computer generates and file in the folder for that month.

2. Inventory Purchase Order

A. From Main Menu, go to 2 I/C - Inventory Control
B. Go to 1 - Purchasing
C. Go to 1 - Purchase Orders
D. To find the Vendor for the Vendor field, enter the first 3 letters of the vendor s name and a * then hit Control F10.
E. Fill out the LedgerMaster template
F. If the Vendor requires prepayment prior to shipment, enter the amount of Purchase order in PO Deposit field then enter checkbook that the check will be written on. (Do Step G and then skip to step J (once the merchandise arrives, follow step H through J))
G. Hit F2 to save Purchase order and hit the escape key to exit and print PO.
H. When the merchandise arrives, count the items. Go into 4 - Receive Purchase Order Items. Follow the LedgerMaster template steps.
I. When the invoice arrives, go to 5- Post Purchase Orders. Adjust the cost of goods if needed. Fill in the template. When this posts, it creates a voucher.
J. Go to Vouchers Menu and run 2 - Audit Unposted Vouchers. Then run 3 - Post Unposted Vouchers.
K. Go to 1 - Vouchers and page down to Page 4. In the OK to Pay field, change it to yes . F2 to save it.
L. Hit the escape key to go to the Accounts Payable Module Menu
M. Go to 3 - Payments
N. Go to 4 - Preview Vouchers Selected to Pay
O. Check the vouchers to pay against the bills to pay
P. Go to 5 - Audit, Print, & Post Checks and follow template directions
Q. After printing the checks, attach all documentation to the invoice. Attach the invoices to all the reports and paperwork the computer generates and file in the folder for that month.

3. Publication Purchase Orders

A. Match the purchase orders up with the bill.
B. Contact editor if there is a major difference in the PO and the bill.
C. The Office Manager enters the bills into LedgerMaster as a voucher.
    1. At the LM Main Menu - 4 A/P - Accounts Payable
    2. 2 Vouchers
    3. 1 Vouchers

D. To find the Vendor for the Vendor ID field, enter the first 3 letters of the vendor s name and a * then hit Control F10.
E. In the Period field, enter the current period and year.
F. Enter the current date in the Expense Date .
G. In the Vendor Ref: , enter the invoice number or account number. This number will appear on the check.
H. Enter the checkbook number in Checkbook . The default is checkbook 10. To look up the checkbook numbers, clear the field by hitting F6, then hit control F10.
I. Finish filling out the LedgerMaster template.
J. Hit F2 to save the voucher.
K. Escape out of the Vouchers.
L. Run 2 - Audit Unposted Vouchers and check vouchers against bills
M. Run 3 - Post Unposted Vouchers. This will print invoices for each voucher.
N. Hit the escape key to go to the Accounts Payable Module Menu
O. Go to 3 - Payments
P. Go to 4 - Preview Vouchers Selected to Pay
Q. Check the vouchers to pay against the bills to pay
R. Go to 5 - Audit, Print, & Post Checks and follow template directions
S. After printing the checks, attach all documentation to the invoice. Attach the invoices to all the reports and paperwork the computer generates and file in the folder for that month.

4. Committee Request for Reimbursement

A. Committee members submit their written request for reimbursement to the Office Manager.
B. The Office Manager forward the request to the appropriate VP for permission to pay.
C. The Office Manager enters the bills into LedgerMaster as a voucher.
   1. At the LM Main Menu - 4 A/P - Accounts Payable
   2. 2 Vouchers
   3. 1 Vouchers
D. To find the Vendor for the Vendor ID field, enter the first 3 letters of the vendor s name and a * then hit Control F10.
E. In the Period field, enter the current period and year.
F. Enter the current date in the Expense Date .
G. In the Vendor Ref: , enter the invoice number or account number. This number will appear on the check.
H. Enter the checkbook number in Checkbook . The default is checkbook 10. To look up the checkbook numbers, clear the field by hitting F6, then hit control F10.
I. Finish filling out the LedgerMaster template.
J. Hit F2 to save the voucher.
K. Escape out of the Vouchers.
L. Run 2 - Audit Unposted Vouchers and check vouchers against bills
M. Run 3 - Post Unposted Vouchers. This will print invoices for each voucher.

N. Hit the escape key to go to the Accounts Payable Module Menu
O. Go to 3 - Payments
P. Go to 4 - Preview Vouchers Selected to Pay
Q. Check the vouchers to pay against the bills to pay
R. Go to 5 - Audit, Print, & Post Checks and follow template directions
S. After printing the checks, attach all documentation to the invoice. Attach the invoices to all the reports and paperwork the computer generates and file in the folder for that month.

17. NSS Restricted and Trust Funds 3-00

This section deleted and replaced by **Section 19**.

18. NSS Convention Fiscal Policies 3-00

The following defines NSS convention fiscal policies. Through these policies we seek to preserve NSS assets, comply with state and federal laws, and assure complete and accurate accounting information. We use the accounting information to file federal Internal Revenue Service reports and allow a professional audit firm to certify that our accounting records conform to generally accepted accounting practices and properly state our finances.

1) The convention chairman and the convention treasurer (CT) are both responsible for NSS convention finances.
   a) The CT is responsible for signing convention checks. The convention chairman, or his agent, is responsible for approving all convention expenses before payment.
   b) Both are responsible so that two independent people are involved in each fiscal transaction; a standard practice to mitigate the risk of fraud, waste or abuse. The CT should not be related to the convention chairman.
2) The CT is appointed by and reports directly to the Convention Chair.
   a) The convention chair reports to the NSS Administrative Vice President (AVP).
   b) The NSS Secretary-Treasurer (ST) is responsible for establishing financial process and reporting requirements for NSS conventions. Authority to handle NSS funds comes from the ST.
3) A proposal to host a NSS convention must include draft financial projections showing major anticipated expenses and income.
   a) Express the budget based upon the NSS convention chart of accounts.
   b) Within one year after the Board of Governors accepts the convention proposal, the Convention Chairman must submit a complete convention budget to the NSS Executive Committee for approval. Upon EC approval the

AVP will report the budget to the Board of Governors.

c) Both the AVP and convention chairman must approve subsequent revisions to the budget exceeding 5%.

d) A $3,000.00 honorarium may be included in the convention budget and may be used in any way deemed appropriate by the convention chairman.

e) The Board of Governors must approve capital items costing more than $500. The AVP may approve the procurement of capital items less than $500.

4) The CT will establish convention checking and savings accounts.

a) The account name will be in the form of A2001 NSS Convention≅.

b) The account must cite the NSS Federal Tax Identification Number (FIN).

c) The CT, NSS President and ST must be signatories on all NSS convention bank accounts. The convention chairman may be a signatory.

d) Banks must be instructed to send the original of their periodic statements to the NSS office (2813 Cave Avenue, Huntsville AL 35810-4431). The NSS office will quickly send copies of these statements to the CT and others (independent account reconcilers, etc) designated by the ST.

5) The ST will transfer $2K to the convention bank account for startup expenses upon request. The $2K should be considered a loan and not considered when calculating convention gross revenue.

6) The convention chairman may sign contracts that implement a NSS convention (e.g. contracts for campground, sessions facility, banquet caterer) after AVP review.

7) All checks and credit card payments for convention products and services must be payable to the NSS convention.

a) Provide receipts for all income.

b) Attribute income to the proper revenue account.

c) Regular deposits are necessary, particularly during the convention.

8) The CT and his agents may accept Visa and MasterCard credit card payments before and during the convention using the NSS Office credit card account.

a) Upon request the NSS Office will provide the equipment and instructions for its use.

b) The CT and his agents must process the credit card payments they accept and provide the receipts to the NSS Office. The NSS Office will reimburse the convention for these credit card receipts less the processing fee charged by the NSS s bank.

9) All convention payments must be made by check and backed by payment voucher or invoice.

a) No cash payments are permitted.

b) Instruct convention staff receiving goods to verify the order correctness, check for damage, count the items, and deliver packing slips and invoices to the CT.

c) Attribute payments to the proper expense account.

d) Obtain the Social Security Number (SSN) for those individuals who the convention pays more than $600 for honorariums and services (using a W-9). These people do NOT include those who are simply reimbursed for the expenses they incurred in support of the convention. The NSS Office will report this income to the IRS and provide the individual an IRS 1099 form the following January.

e) Travel related expenses (e.g. travel, lodging, meals) incurred by the convention staff are not reimbursable except at the discretion of the convention chairman from the convention honorarium.

f) Checks written during the convention should have a Void after 90 days stamped on them.

10) T-shirts, hats, or other similar items may be provided free to convention workers.

11) The tax exempt status of the Society should be used to avoid sales taxes where that is appropriate. The NSS tax identification number should be used where appropriate. Instruct convention vendors to collect and pay any state and local sales taxes directly.

12) After the convention the CT should immediately follow up on outstanding matters and strive to close the books within six months following the convention.

a) NSS membership dues received during convention should be forwarded to the NSS Office.

b) Convention bills should be paid quickly.

c) Bad checks and credit card problems should be resolved quickly.

d) Funds in excess of anticipated needs should be transferred to the NSS office as soon as possible.

e) Contact the AVP as to the disposition of convention supplies, materials, equipment, books, pins, badges, t-shirts, and any other items not sold. The Convention accounting shall show these items are transferred to the NSS at no cost. Shipping charges are to be paid out of convention funds.

f) When closing convention bank accounts transfer all funds to the NSS office.

g) The CT should retain all financial records for 4 years following the convention.

13) The CT will provide monthly fiscal reports beginning one year before convention. Provide quarterly reports before then.

a) Provide a statement of account transaction activity to the person designated by the ST to independently reconcile the account. The independent reconciler will compare the activity indicated in the bank statement with that reported by the CT. If the reconciler has questions, the CT should respond. The independent reconciler will report their findings to the ST (inter alios).

b) Provide a statement of revenues and expenses compared to budget using the NSS convention chart of accounts to both the NSS convention chairman and agents of the NSS ST.

c) Provide to the NSS Office before the end of the CY the SSN and amount paid for those individuals which the convention pays more than $600 for honorariums and services. The NSS office will use this information to submit 1099s to the individuals by 1 February. Missing that deadline will draw us a penalty.

14) The CT s final report is a valuable planning tool for future convention treasurers. It should include accurate financial reports, an analysis of issues encountered, statistics of the various types of registrations (i.e., early, on site, NSS member, non-member, children), revenue from sales and quantities sold, credit card payments, and other information as requested by the ST.

15) The ST will:

a) see that bank statements received by the NSS Office are copied and forwarded

to the CT in a timely manner.

b) coordinate with the CT the transfer of funds to and from the NSS office. This includes the start up loan, credit card reimbursement, and final fund transfer.

c) handle Federal tax issues including the production and mailing of 1099-MISC forms, and the reporting of interest from savings accounts.

d) define what financial reports are needed and on what schedule they are to be provided to the ST. The ST will monitor and review the reports.

e) work with the CT in establishing a budget. This will include reasonableness, accuracy of expense and income figures, and general completeness.

f) secure bonding for the CT.

g) secure liability insurance for the convention. This will be paid for out of convention revenue.

h) provide the CT with a Chart of Accounts (COA) to be used. The CT may add additional categories to the convention COA with ST approval based upon unique convention attributes and the need for consistent NSS convention accounting over the long term.

i) instruct the NSS Office to supply the equipment and training to the CT for credit card processing when requested.

j) the ST will arrange for the CT s final report to be available to future convention treasurers.

k) add to, modify, and/or delete items in this Policies and Procedures document when appropriate.

19. NSS Funds 05-01

A) The Society must report our net assets as either unrestricted, temporarily restricted or permanently restricted assets to be in conformance with generally accepted accounting practices (FASB 117). The intent of segregating our funds into these categories is to provide prospective donors, lenders, or suppliers information they can use to determine the extent to which we can use our net assets as a source of cash for payments to creditors or provide particular types of services.

The following defines these terms as they relate to the accounting for NSS funds.

1) Permanently restricted B Restricted by donors or by contract. The principal of the fund is retained forever in the restricted fund. The earnings of the fund are temporarily restricted and may be spent for the purposes of the fund.

2) Temporary restricted - Restricted by donors or by contract. Both the earnings and the principal of the fund may be spent for the purposes of the fund. Also applied to restrictions with a time limit.

3) Designated - Unrestricted, but designated by Board for specific purposes. Restricted only by a Board Act which may be changed by a subsequent Board Act. Both the

earnings and the principal of the fund may be spent for the purposes of the fund.

Where donor-restricted funds have been commingled with Board-directed transfers from Society unrestricted funds, the fund has been labeled restricted.

The following describes which NSS restricted funds are designated, temporarily restricted or permanently restricted assets.

NSS Trust Funds (NSF) :

Life Membership Fund - permanently restricted by contract with NSF (Board Act 18-137)
Stone Research Fund - permanently restricted by donors & contract with NSF (Board Act 19-138)
Awards Fund - permanently restricted by donors & contract with NSF (Board Act 18-148)
NSS Headquarters Fund - temporarily restricted by contract with NSF
NSS Library/Museum Building Fund - temporarily restricted by donors & contract with NSF (Board Act 18-623)
Cave Preserve Fund - permanently restricted by donors & contract with NSF (Board Act 18-367)
Vandalism Deterrence Fund - temporarily restricted by donors & contract with NSF (Board Act 18-411)
International Fund - permanently restricted by contract with NSF
NSS News Photographic Fund - permanently restricted by donors & contract with NSF
Stephenson Fund - temporarily restricted by donors & contract with NSF
Sara Corrie Fund - permanently restricted by donors & contract with NSF (Board Act 19-482)
Endowment Fund - temporarily restricted by donors & contract with NSF (Board Act June 00)
Publications Fund - temporarily restricted by contract with NSF
Litigation to Protect Caves Fund - temporarily restricted by donors & contract with NSF (Board Act 18-656) (act deleted 3/18/00)

NSS Restricted Funds:

Audio-Visual Fund - designated (unrestricted, but designated by Board Act 18-524 for specific purposes)
Building Repair Fund - designated (unrestricted, but designated by Board Act 18-270 for specific purposes)
Cave Acquisition Fund - temporarily restricted by donors (Board Act 18-367)
Cave Legal Defense Fund - temporarily restricted by donors (Board Act 18-501)
Cave Restoration Fund - temporarily restricted by donors (Board Act 18-639)
Contemporary Cave Use Study Fund - temporarily restricted by donors (Board Act 18-581) (act deleted 4/4/09)
Convention Surplus Fund - designated (unrestricted, but designated by Board Act 18-598 for specific purposes)

Cave Education Fund - temporarily restricted by donors (Board Act 18-629)
Caves and Karst Education Program Fund - permanently restricted by contract with Mammoth Cave National Park (Board Act November 00)
Fine Arts Salon Fund - temporarily restricted by donors (Board Act 18-642)
Gage Caverns Fund - temporarily restricted by donors (Board Act 18-527)
Guide to Responsible Caving Fund - temporarily restricted by donors (Board Act 18-638)
International Exploration Fund - temporarily restricted by donors (Board Act 18-454) (act deleted 3/15/03)
John Guilday Cave Fund - temporarily restricted by donors (Board Act 18-528) (act deleted 4/4/09)
Junior Speleological Society Fund - temporarily restricted by donors (Board Act November 00)
Journal Restricted Fund - designated (unrestricted, but designated by Board Act 18-605 for specific purposes)
Landowner Assistance Fund - temporarily restricted by donors (Board Act 18-655)
Library Fund - temporarily restricted by donors (Board Act 18-525)
Mammoth Cave Restoration Project Fund - permanently restricted by contract with Mammoth Cave National Park (Board Act November 00)
Membership Committee Fund - temporarily restricted by donors (Board Act 18-640)
Museum Fund - temporarily restricted by donors (Board Act 18-526)
NCRC Operations Fund - designated (unrestricted, but designated by Board Act June 00)
NCRC Insurance Fund - designated (unrestricted, but designated by Board Act June 00)
NCRC Curriculum Fund - designated (unrestricted, but designated by Board Act June 00)
NCRC Certificate Fund - designated (unrestricted, but designated by Board Act June 00)
NCRC Equipment Fund - designated (unrestricted, but designated by Board Act June 00)
News Restricted Fund - designated (unrestricted, but designated by Board Act 18-604 for specific purposes)
Operating Surplus Fund - designated (unrestricted, but designated by Board Act November 00 for specific purposes)
Office Equipment Fund - designated (unrestricted, but designated by Board Act 18-270 for specific purposes)
Peter Gomez Fund - temporarily restricted by donors
Salon Fund - designated (unrestricted, but designated by Board Act 18-530)
Save the Caves Fund - temporarily restricted by donors (Board Act 18-367)
Schoharie Fieldhouse Fund - temporarily restricted by donors (Board Act 18-519)
Springs Hill Cave Fund - temporarily restricted by donors (Board Act 18-649)

20. Procedures for Mammoth Cave Restoration Committee (MCRC) Reimbursements 05-01

Reimbursement checks:
After each field camp, Camp Director sends forms from each participant. He usually sends preaddressed envelopes also.

Enter data from forms to spreadsheet B Mc field camps.xls. Mileage is calculated at $.31 per mile, up to a maximum of 750 miles or $232.50. Public transport (bus, train, plane) is reimbursed up to the maximum of $232.50 with a copy of receipt. Bunk house nights are $4.00 per person/per night, payable to MCNP. Camping and motel nights are $4.00 per person/per night, payable to person. Food is reimbursed at $20/per day for weekend camps and $10 per day for weeklong camps. Food reimbursement applies only to days volunteer works. Max of $50 for weeklong and $20 for weekend.

Check all names for NSS numbers. Send membership pamphlet to non-NSS members.

Make copies of voucher sheets, with repetitive information filled in on original B description, date, ref.

Fill in one voucher sheet per participant (from spreadsheet data). After vouchers are filled in and checks are written, copy vouchers and send copies to NSS office.

Write up cover letter, sign, and make copies with blanks to personalize for each participant s name and amount sent out. Fill in cover letter for each person.

Write checks as per vouchers, sign forms as paid. Send check and cover letter to participant.

Calculate (spreadsheet) amount owed to NPS for Maple Springs. Write voucher, cover letter and check (made out to Department of the Interior) and send to: Eunice Allen, Mammoth Cave National Park, PO Box 7, Mammoth Cave Kentucky 42259.

Put together copy of voucher, original form, and check stub. Staple and file.

Reports:
Update financial summaries for amount spent on camp.
Send report to S-Treasurer.

Send list of checks (copy of spreadsheet) to reconciler.

Write up report for BOG meeting as requested by AVP.

Write up annual report for NPS. Include net interest if over $200.

Bank reconciliation:
NSS office sends copy of bank statement. Enter data in spreadsheet from bank statements. Send info to reconciler. Send voucher for interest/fees to NSS office.

21. Procedures for Accounting Associated with Withdrawal from NSS Cave Acquisition Fund 05-01

The following describes the series of financial actions and accounting entries associated with providing another organization a grant (assumed to be $5000 for example) from the NSS Cave Acquisition Restricted Fund.

1. The NSS Office Manager writes the $5000 check and mails it out. This is recorded as a $5000 debit to Chart Account 03-77202-35, Cave Acquisition Costs, in the AVP's Department expenses. (Entry of this as a check written on Colonial Bank credits the amount to the bank account balance, 03-10022-00.)

2. At the end of the month the NSS Office Manager will send out the ER report listing the $5000 check written in that month. The NSS Chief Accountant reviews the ER report and detects this is an expense to be reimbursed by a restricted fund.

3. The NSS Chief Accountant writes up a General Ledger voucher containing a $5,000 credit to 03-42203-00 and a debit to 03-21003-00. The voucher form is faxed to the NSS Office Manager to enter into Ledgermaster. The credit indicates a transfer of $5000 from the Cave Acquisition Fund to the current year operating income to balance the expense. This will show up on financial statements in the Fund Transfers portion of revenues.

The 03-21xxx-00 accounts are called the "Custodial Funds" accounts. This is where we record any donations received for restricted funds. Normally these accounts have a credit balance indicating that the Operating Fund owes the restricted fund a payment. In this case recording a $5000 debit to the custodial funds account will swamp the donations received for the Cave Acquisition Fund that month indicating that the fund owes money to the Operating Fund.

4. At the end of the month (or quarter), the NSS Chief Accountant settles up the balances in the 03-21xxx-00. The NSS Chief Accountant sums up the amounts in 03-21001-00 thru 03-21030-00 (the current end of the list) and writes a net check. If the total of the credit balances exceeds the total of the debit balances, the NSS Chief Accountant writes a check from the SouthTrust account (an operating fund account which he has signature authority on) to the Vanguard Money Market account where restricted fund money is kept. If the 21xxx debits exceed the credits (which is likely in October due to the $5000 expenditure), the check will go the other way, from the Vanguard account. The NSS Chief Accountant will mail the check to the NSS Office Manager to deposit into Colonial.

Either way the NSS Chief Accountant ends up with two vouchers, one for the check and one for the deposit, to be sent to the NSS Office Manager for LedgerMaster entry. The voucher for the Operating Fund account (either a check from SouthTrust or a deposit to Colonial) will have all 03- division entries on it. This will include a $5,000 credit to 03-21003-00 to clear out the debit entry made in step 3,

along with entries for all the other restricted funds covered by this transfer. The other voucher (either a check from Vanguard or a deposit to it) will have all division 02- entries. It will have all the same entries as the Operating Fund voucher, to all the same funds, just with all their signs changed, from credit to debit and vice versa. In this case the voucher will include a debit of $5,000 to 02-79003-00, Cave Acquisition Fund Expenses. (If the net check also included donations to the Cave Acquisition Fund, they would be recorded as a credit to 02-41303-00, Cave Acquisition Donations.)

5. At the end of the fiscal year, as part of the year-end closing procedures, the NSS Chief Accountant has to manually close each of the restricted funds because Ledgermaster doesn't understand fund accounting (DacEasy didn't understand it either, but the manual steps required for closing DacEasy were more trouble than those for closing Legermaster). This would include an entry for the Cave Acquisition Fund made up of:

credit 02-79003-00 $5,000 to clear out the expenses
debit 02-41303-00 $x,xxx to clear out the donations
debit 02-41403-00 $y,yyy to clear out the income earned by the fund
credit 02-30203-00 ($x,xxx + y,yyy - 5,000) to update the total amount in the fund

This completes the circle of accounting entries to ultimately indicate the expenditure of $5,000 from the Cave Acquisition Fund for the grant..

Since there was a lot of verbiage in the above procedure, let us summarize this example as if there were no other restricted fund expenses or income.

1. Initial check written by the NSS Office Manager
debit 03-77202-35 for $5,000

3. G/L voucher from the NSS Chief Accountant
credit 03-42203-00 for $5,000
debit 03-21003-00 for $5,000

4. Check from Vanguard
debit 02-79003-00 for $5,000
deposit into Colonial
credit 03-21003-00 for $5,000

5. Year-end fund closing
credit 02-79003-00 for $5,000
debit 02-30203-00 for $5,000

If expenses such as this drain the Vanguard account sufficiently, the NSS Chief Accountant ask for funds from the NSF Holding Fund and replenish the Vanguard account. Conversely, if donations pile up in the Vanguard account, the NSS Chief Accountant will write a check from it and send it to the NSF for deposit into the Holding Fund. These transactions are simply treated as transfers between two asset accounts, and do not involve any specific restricted funds (which are pooled together in the Vanguard and Holding Fund accounts).

22. Sale of NSS Fine Arts Salon Items 05-01

The NSS Fine Arts Salon may sell their art, T-shirts and other items on a continuing basis in a manner that they choose with the proceeds allocated to the NSS Fine Arts Salon restricted fund. If they reach agreement with the NSS Bookstore to sell them on their behalf, fine. If not, that is also fine.

23. Reimbursement of Allowable Travel Expenses Using Personal Car 05-01

If the reimbursement of travel expenses is allowed the costs associated with using one's personal car shall be reimbursed at the most current mileage rate allowed by IRS for deductions for charitable deductions provided it does not exceed the cost of reasonable alternative transportation.

This policy does not apply where the rate of reimbursement is set by contract between the NSS and another organization funding the cost.

24. NSS Chart of Accounts 05-01

Annual Surplus/Loss

COAs 30501 thru 30518 to provide historical data regarding each year's surplus or loss. The 30501 COA is the accumulated surplus from the startup of the NSS up to the 90-91 fiscal year (the first year that Bill Stringfellow computerized the accounting). Starting with FY 90-91, each year we created a new COA and put that year's surplus (or deficit) in it. If the number is positive, we ran a surplus that year. If the number is negative, we lost money that year. Serves no purpose in the accounting except to have a quick place to look for our supluses and losses and see what the trends are. The abbreviations are:

CF - Current Funds, i.e., the Operating Fund as opposed to the Restricted Funds.
S/L - Surplus or Loss (deficit)
FY - Fiscal Year

The length of the titles were probably determined by the number of characters

allowed in DacEasy.

Custodial Funds

The 251xx COAs are Custodial Funds, i.e., money that we collect to pass on to other groups. We have only one CTF in the list, because only one CTF has had donations to it passed through our hands. If you would like to make donations to all the other CTFs, and send the money through the Office and we will add COAs for the other CTFs. (Actually we don't create a new COA for single donations, only if there is likely to be a continuing series of donations for that group. For a one-time donation we use COA 25199, Miscellaneous Custodial.)

A single large donation from a long-term Pittsburgh Grotto member to the Pittsburgh Foundation was responsible for the creation of COA 25111. Each year the income from that fund is sent to us from the Pittsburgh Foundation, and we send the money on to the Grotto for use in its publications. The grotto has to report back to us on how it was spent, and we in turn report to the Pittsburgh Foundation.

25. Department Personnel - Job Descriptions 07-01

Chief Accounting Manager

The Chief Accounting Manager monitors the accounting activity of the Society. The NSS Office Manager, NCRC treasurers, NSS convention treasurers, and other agents of the NSS Secretary-Treasurer pay most bills and do the initial accounting. The Chief Accounting Manager is responsible for integrating the accounting reports of the other agents into the overall financial reports of the Society. The Chief Accounting Manager also submits tax returns.

NSS Budget Support

This member of the NSS Finance Committee prepares the NSS Operating and Capital Budgets based on priorities established by the entire Executive Committee, and cost estimates provided by individual officers.

NSS Audit Support

This member of the NSS Finance Committee advises the Treasurer on issues related to adapting the Society's accounting to meet Generally Accepted Accounting Practises and obtaining an independent professional audit.

Insurance Committee

The Insurance Committee provides advice and obtains insurance contracts for the Society.

Personal Property Committee

The chair of the Personal Property Committee maintains a data base that tracks personal

property owned by the Society.

NSS Bank Account Reconcilers

NSS reconcilers review bank statements for NSS bank accounts and the checks issued against them. They compare bank account statements to fiscal reports provided by agents of the Treasurer with signature authority over the bank account.

NSS Convention Treasurers

NSS convention treasurers pay convention bills and maintain convention accounting records.

NSS Mammoth Cave Restoration Project Treasurer

The NSS Mammoth Cave Restoration Project Treasurer treasurer pays project bills and maintains project accounting records.

NSS Caves & Karst Education Project Treasurer

The NSS Caves & Karst Education Project Treasurer treasurer pays project bills and maintains project accounting records.

NCRC Financial Officer

The NCRC Financial Officer monitors accounting of the regional NCRC treasurers and the national NCRC Cave Rescue Seminar treasurer. She prepares NCRC budgets and fiscal reports based on input from the regional NCRC treasurers.

NSS News Ad Accountant

The NSS News Ad Accountant bills advertisers and maintains the advertising accounting records.

EXECUTIVE POLICIES
DIRECTORS

1. Responsibilities of the Directors 03-00

The prime responsibilities of the directors are (1) the election of the officers of the Society and, with the officers as a Board of Governors, (2) setting policies for conducting the official business of the Society and (3) reviewing and enacting the financial budget.

2. Election of Directors 06-12

The board of directors consists of twelve directors elected from the general membership. Four directors are elected each year for three-year terms. The Board of Directors is expected to be open and accountable to the membership.

The Nominating Committee is in the Department of the President. The committee selects candidates for director from among regular and higher society members. Alternately, a petition signed by 25 voting members may nominate any eligible member, and ballots also have provisions for write-in votes. In practice, any eligible member who informs the Nominating Committee of his/her desire to become a candidate is placed on the ballot. The committee verifies eligibility and solicits platform statements and photographs from each candidate to accompany the ballot, in accordance with Appendix X.

Incumbent directors completing two contiguous full terms as director are not eligible to run for reelection for one full year. (Bylaw IV.A.(2)(a)

Directors are elected by secret ballot of the voting members of the Society. The number of votes cast for each candidate determines which are elected for three years and which for shorter terms to fill vacancies. Ties are broken by an immediate secret mail ballot of current officers and directors, excluding any directors under interim appointment and any tied for short terms. Normally elected Directors take office at the start of the summer board meeting after the election.

In the event that one or more vacancies develop, the Board of Governors appoints interim directors. Interim directors are seated immediately upon election. Terms of interim directors run until a successor to the vacancy can be elected by the membership through the normal elections process and the successor takes office. Vacancies can occur through resignation, death, or termination of membership. The Board of Governors may remove a director for a year of non attendance at Board meetings.

If a retiring President is elected a director in the same year, the President-elect serves as a director at the annual meeting in place of the retiring President.

3. Financial Considerations 03-00

Directors receive neither salary nor honorarium, nor are they reimbursed for travel or other ex-officio expenses.

If made a party or threatened with being made a party to adverse legal action because of their status as directors of the Society, they may be indemnified in accordance with specific provisions of Act 0l-504.

Directors are eligible for moneys payable as a result of other NSS services unrelated to their status as director, as specifically provided by various Acts of the Board.

4. Organization of the Directorate 03-00

Directors are notified by the President about meetings of the Board of Governors at least two weeks in advance of each meeting and are expected to attend all meetings in person.

The Directors select a chairman from among themselves to call and conduct meetings of the Directorate. The chairman normally presides at meetings of the Directorate but may delegate the chairmanship of part or all of a meeting. With concurrence of the Directorate, the chairman may invite other persons to attend open or closed meetings. The chairman represents the Directorate at meetings of the Board of Governors and on other occasions.

Closed meetings of the Directorate are scheduled during each meeting of the Board of Governors. Open meetings of the Directorate also may be convened by its chairman or upon request of half its members. Meetings of the Directorate are conducted in accord with Robert's Rules of Order.

5. Proxies 03-00

A director may appoint a proxy to speak and vote for him/her at any meeting of the Board of Governors or of the Directorate. The proxy must be a member of the Society who would be eligible to serve as a director. The proxy may serve at one meeting for only one director. The presiding officer must be notified of each proxy appointment prior to the meeting or the proxy shall file written authorization from his/her principal at the time of the meeting. This authorization should state whether or not the proxy has been given discretionary voting powers.

Directors appointing proxies for all meetings during a single fiscal year are subject to removal from office.

6. Election of Officers 03-00

The Board of Directors elects all officers of the society. These elections take place in closed session held at the lunch break of the Board of Governors meeting. Candidates are interviewed in the closed session with all discussion held in strict confidence.

The Directorate has the power to fill vacant officer positions, remove officers, and terminate or establish officer positions. No person may serve simultaneously as a director and as an officer.

The officers run the Society, primarily through chairmen of committees and commissions within their specific department. Each officer is charged by the Directors to take care of his/her own area. The officers thus are responsible to the Directors, not to the President

nor to each other. No officer is in charge of any other officer. This is especially important in terms of the Society budget.

The President of the Society is elected at the spring meeting of the Board of Governors. The President-elect becomes President of the Society at the close of the subsequent opening session of the Board of Governors at the Annual Meeting, and serves a one-year term. Historically, the President serves multiple one year terms.

The Society's Vice-Presidents are elected for one-year terms at an organization meeting of the Directors following the close of the opening session of the Board of Governors at the Annual Meeting, prior to any subsequent session or meeting of the Board of Governors. The Vice Presidents are seated at the Friday session of the annual meeting. Historically, the Vice-Presidents serve multiple one year terms.

The Secretary-Treasurer is elected at the fall board of governors meeting. This allows a smooth transition for the Secretary-Treasurer-elect prior to the close of the fiscal year (April 30). The Secretary-Treasurer's term starts May first with the new fiscal year. The Secretary-Treasure is elected for a one-year term. The Secretary-Treasurer historically serves for more consecutive one year terms than the other officers.

In addition to the regular officers the Directors select a President pro tem to serve as President in the event the president is absent. Concurrently with the installation of the President, and thereafter at its pleasure, the Directorate shall select a President pro tem, who shall, in the absence of the President, have all power and duties of the President. The President pro tem shall have, by virtue of this selection, no powers or duties when the President is present.

7. Role of the Executive Search Committee 03-00

The Executive Search Committee functions in accord with Act Section 12 (Manual page 3.12.1). The Directors appoint all members of this committee, including its chairman who manages the affairs of the committee and reports to the Directorate. When the Directorate is not in session, its chairman reports to the chairman of the Directorate.

The purpose of the committee is to solicit nominations for President, Vice-Presidents, and Secretary-Treasurer. The committee is expected to attempt to match candidates with written job descriptions and job qualifications of each officer position. It maintains and updates confidential lists of persons qualified and willing to become officers of the Society. The Directorate is informed of the current list of eligible and willing candidates at least 30 days before each election. Additional nominations may be made by any director during the election.

Each candidate for election or re-election is expected to provide a written resume of his/her qualifications to the Executive Search Committee, and to appear before the Directors to discuss his/her qualifications and goals for the office being sought. Candidates also may submit additional written statements about these goals or for other purposes.

The Executive Search Committee collects the resumes and other written statements and holds them in confidence. The slate and written statements are distributed as a group to each director. The committee chairman establishes deadlines for receipt of the written statements.

After the Executive Search Committee report is received, the directorate will release the slate of candidates. The directorate shall determine whether the written statements are to be released. Any derogatory or intensely personal information received about any candidate will remain in strict confidence.

8. Other Functions of Directors 03-00

The Board of Governors establishes all Society policies. Together with the officers, the Directors formulate new policies and amend old policies by majority vote. Among other routine functions, they review the activities of Society committees, and may serve as members of these committees. They may submit motions to change any committee operation but may not assign tasks to any committee.

Together with the officers, the Directors approve, modify, or disapprove the society financial budget. The budget is an especially powerful policy statement because it decides how the society is going to allocate its funds among its various functions and missions.

Each officer has the power to shift line item funds within his/her budget units (i.e. funds can be moved from copying to mailing within a committee). Officers may shift money between budget units within their department with the President's approval. The officers are expected to modify the next budget to reflect these budget shifts when appropriate. Directors do not have line item control of the expenditures, except by specific motions of the board. The Treasurer is officially instructed to refuse payment for any bill in excess of the budget.

The President appoints chairmen of permanent committees and the chairman and members of permanent commissions. These appointments are subject to approval by the Board of Governors. In reality the respective officer does the search and submits the name to the President. The committee chairman and commission chairmen and commission members serve until they resign or are replaced by the respective officer.

With the officers, the Directors review the activities and formulate purposes and practices of committees and commissions. Only the respective officer has direct administrative authority over committee and commission chairmen. Like any other society member, Directors may ask questions of committee chairmen but may assign new responsibilities to them only by majority vote of the entire board. In practice, information may be best obtained from the officer in charge of a given committee rather than from its chairman. Directors are eligible to become members of society committees and commissions.

Whenever possible, Directors are expected to attend local and regional caving events. They are eligible to be appointed to represent the Society at such events and other meetings related to speleology, to extend verbal greetings to those present, to express

official Society policies as determined by the Constitution, By-laws, and Acts of the Board.

Official Society representatives are expected to submit a written report on their activities at the next meeting of the Board of Governors. They may perform additional unofficial actions such as presentation of papers or expression of personal viewpoints provided they clearly differentiate official from personal actions.

9. Ethics 03-00

The Directors represent the society to the membership and to the world. As such, they are expected to conduct themselves as appropriate role models who will enhance the stature of the society and the reputation of cavers and speleologists.

Directors are expected to:

- To represent the views of the membership.
- To be open and accountable to the membership.
- To be responsive to the membership especially those members who are in the minority on some issues. This does not mean Directors must agree with their viewpoint but rather that the Directors insure that their views are heard in a respectful manner.
- To act responsibly in the conduct of society business. This includes expressing differences of opinion but respecting differing viewpoints.
- To work with a positive attitude to achieve agreement on issues to the benefit of the society.
- To respect the confidential nature of personnel and award discussions.
- To use Society letterhead stationery for official business as provided by Appendix T, but not for any personal use
- To abstain from voting on matters of business which may have a direct effect on their business interests or about which they are not adequately informed.
- To decline service as chairman of a national committee or as chairman of national events if such a position would present a conflict of interest with his/her business interests.

10. Director Position Description 02-11

The NSS Board of Directors is a group of twelve NSS members elected by the society, who have decision-making authority, voting authority, and specific responsibilities which in each case are separate and distinct from the authority and responsibilities of the officers of the society. Four directors are elected for a three year team each year.

The directors are responsible for establishing overall goals, strategies, policies, and direction of the Society, and assist with the leadership and general promotion of the Society so as to support the organization s mission and needs. They review and enact the budget, and elect the officers. The directors also elect a chairman of the directorate to conduct meetings as provided for in the Bylaws.

Major responsibilities:

- Organizational leadership and advisement;
- Organization of the board of directors, officers, and committees;
- Formulation and oversight of policies and procedures;
- Financial management, including adoption and oversight of the annual budget;
- Oversight of program planning and evaluation;
- Review of organizational and committee reports;
- Promotion of the organization;
- Fundraising and outreach.

Expectations of board members:

- Attend and participate in meetings on a regular basis. The spring and fall meetings are held on a Saturday and from 9 AM to 1 PM the following Sunday. The annual meeting is held on the Monday and Friday of Convention and from 9 AM to 1PM the following Saturday.
- Appoint a proxy when you cannot attend a meeting.
- Attend and participate in special events as often as possible.
- Participate on a standing committee, and serve on ad-hoc committees as often as possible.
- Be alert to concerns that can be addressed by the NSS mission, objectives, and programs.
- Communicate and promote the NSS mission and programs to the membership. Attending regional meetings is a good way to promote communication between the Board and the membership.
- Become familiar with NSS finances especially the budget and the Society s resources and needs.

NSS Board policies related to and of interest to the Director position include:

- Bylaw IV. Board of Governors Officers Directors
- Selected Board Acts concerning NSS Directors include: Act Section 03 Meetings, Acts 01-504 & 699, and Acts 06-183 & 445
- Appendix J: Board of Governors Operational Directives
- Appendix X: Policy for Conduct of NSS Elections
- Executive Policies Directors