

## Constitution of Central Indiana Grotto, Inc.

- I) The name of this organization shall be the Central Indiana Grotto (CIG) of the National Speleological Society (NSS).
- II) The purposes of this grotto shall be the same as those of the National Speleological Society. 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. The CIG shall serve the additional purpose of organizing members of the National Speleological Society in the Central Indiana area to promote the objectives of the National Speleological Society more effectively.
- III) The grotto shall exist as a not-for-profit organization, with all assets used for the various organization publications, material needs and conservation activities. At no time will grotto assets be used for the personal gain of any individual member or members.
- IV) Executive Committee
  - A) The grotto shall be governed by an Executive Committee made up of the following officers elected annually by the grotto membership:
    - 1. Chair
    - 2. Vice Chair
    - 3. Secretary
    - 4. Treasurer
    - 5. Two (2) Committee Members At Large
  - B) The Executive Committee shall have complete power to manage the business of the Grotto, to formulate by-laws, to raise funds in any manner not inconsistent with the policies of the National Speleological Society, and to perform all other necessary functions.
  - C) Decisions and actions of the Executive Committee may be overruled by a two-thirds vote of the Grotto members present at the meeting.
- V) Meetings
  - A) Executive Committee meetings and Regular meetings shall be held at such times and places as are determined by the Executive Committee.
  - B) A petition signed by two-thirds of the Grotto membership shall require the Executive Committee to call a special meeting for the purpose stated in the petition.
- VI) Membership
  - A) Regular membership is limited to members of the National Speleological Society.
  - B) Associate membership shall be available to those not having membership with the National Speleological Society.
- VII) The Constitution and By-laws of the National Speleological Society shall be binding on the Grotto. Any action inconsistent therewith shall be null and void.
- VIII) Amendments to this constitution shall be made by a two-thirds favorable vote of those present at any meeting of the Grotto called by the Executive Committee especially for that purpose, or by written consent of one-half of the total membership of the Grotto.

## Bylaws of Central Indiana Grotto, Inc

### I) Election of Officers

- A) Elections shall be held at the regular December meeting. Officers shall take office on the first day of January following the election and shall serve for one year.
- B) Officer positions shall be as documented in the Constitution and shall be elected by a majority vote. For the purpose of establishing a majority vote, abstentions and blank votes shall not be counted.
- C) Elected officers must be regular or higher members of the National Speleological Society.
- D) Vacancies of office shall be filled by appointment of the Executive Committee. The officers appointed shall perform the duties of the office for the remainder of the term.
- E) The Chair shall appoint, with the approval of the Executive Committee, such other sub-committee chairs as are necessary for the operation of the Grotto.
- F) Appointed sub-committee chairs shall be members of the Grotto.
- G) Procedure for the removal of an Executive Committee member shall be as follows:
  - 1) A notice in writing of this motion shall be made to the membership via member email communications at least one week prior to balloting.
  - 2) A regular motion, in writing, shall be made and allowed at the next regular Grotto meeting.
  - 3) A two-thirds (2/3) majority of the membership present shall be required for the motion to pass.

### II) Duties of Officers

#### A) Chair

The duties of the Chair include:

- 1) Preside at all CIG meetings.
- 2) Call meetings of the Executive Committee.
- 3) Serving as spokesperson for the CIG and handling outside correspondence and communications, including any legal documents.
- 4) Announcing prospective trips, events, and activities at meetings and via CIG distribution lists.
- 5) Assisting with grotto promotion and member recruitment/mentorship, as necessary.
- 6) Submitting annual internal organization reports to the NSS and notifying the NSS of major CIG activities/updates.

#### B) Vice Chair

The duties of the Vice Chair include:

- 1) Performing the duties of Chair in their absence.
- 2) Serve as membership chair, including maintaining a CIG membership roster with current contact information.
- 3) Arranging meeting facilities and scheduling a monthly meeting program.
- 4) Assisting with grotto promotion and member recruitment/mentorship, as necessary.

#### C) Treasurer

The duties of the Treasurer include:

- 1) Overseeing all fiscal responsibilities of the CIG, including annual tax reports and business entity reports.
- 2) Collecting, processing, and tabulating all CIG income and expenses.
- 3) Providing financial status updates at each monthly meeting.
- 4) Maintaining the list of active membership status on the CIG membership roster.

5) Assisting with grotto promotion and member recruitment/mentorship, as necessary.

D) Secretary

The duties of the Secretary include:

- 1) Recording the minutes of each meeting.
- 2) Distributing the minutes to the membership for review.
- 3) Acting as curator and recorder of CIG files.
- 4) Assisting with CIG correspondence, as directed by the Chair.
- 5) Assisting with grotto promotion and member recruitment/mentorship, as necessary.

E) Committee members at Large:

The duties of the Committee members at Large include:

- 1) Serve as members of the Executive Committee.
- 2) Perform other duties as necessary to the operation of the Grotto.
- 3) General Executive Committee duties:
- 4) Appointing ad hoc committees, committee chairs, and at least one Executive Committee member serving as an 'ex officio' member of each.

III) Meetings

- A) Regular meetings shall be held on the first Wednesday of each month at a meeting place designated by the Executive Committee unless re-scheduled by a vote of the Executive Committee. The membership must be notified of the change at least one week prior to the normally scheduled meeting date.
- B) Special meetings may be called by the Executive Committee or may be called by a two-thirds vote of the Grotto members present at a Regular meeting.
- C) For the purpose of establishing a two-thirds vote, abstentions and blank votes shall not be counted. Voting is limited to Regular members of the Grotto. Online voting will be allowed for verified members of the CIG grotto in good standing.
- D) Robert's Rules of Order, as revised, shall govern all procedural questions not specifically answered by these by-laws.

IV) Membership

- A) Before requesting formal membership, an individual must attend a minimum of two Grotto functions, including a combination of regular meetings, Grotto events, or approved Grotto cave trips. They must be vouched for by one active CIG member, in good standing for at least one year. They must be an NSS member at the time of membership application or their application will default to an associate membership application. If these conditions cannot be met due to extenuating circumstances, a two-thirds majority of CIG members present at a regular meeting may vote to waive these requirements for an individual. The Vice Chair shall be responsible for determining that all requirements have been met before the candidate is considered for membership.
- B) The receipt of any membership applications will be announced and voted on at the regular monthly meetings.
- C) Regular, and Honorary members shall be entitled to:
  - 1) The right to vote on any Grotto topics.
  - 2) Receive any Grotto publications.
  - 3) The ability to hold Executive office.

D) Honorary Members:

- 1) Honorary members may be accepted by a two-thirds favorable vote of the members present at a regular meeting.
- 2) Honorary members shall not pay dues.
- 3) Honorary members may be designated for life or for a certain period of time.

E) Associate members shall be entitled to:

- 1) All requirements, rights and privileges of Regular members except voting rights and the ability to hold Executive office.

F) Youth Members

- 1) Any member of the Grotto under the age of 17 will be designated a Youth member.
- 2) Youth members may neither vote nor hold office.
- 3) By a unanimous vote of the Executive Committee, a person between the ages of 12 and 16, inclusive, may be designated a Regular or Associate member (as appropriate per Section 5 of the Constitution).

G) Subscribers

- 1) Subscribers shall be entitled to receive the Grotto Newsletter.
- 2) Subscribers shall not be considered members of the Grotto.
- 3) Subscribers may not vote or hold office.
- 4) Subscribers must pay a subscription rate as set forth by the Executive Committee.
- 5) Subscriptions shall end with the December issue.
- 6) Upon dissolution of the Grotto, subscribers shall receive a refund equal to the remaining portion of their current subscription unless such money is not available in the Treasury.

V) Dues

- A) Annual dues shall be payable annually at the January meeting.  
Dues must be paid by the March Regular meeting. If dues are not paid by this time member will be removed from the active Grotto membership list and no longer be entitled to the rights and privileges of membership.
- B) Grotto members whose NSS dues expire during the year will become Associate members until their NSS dues are paid.
- C) Family members may join with dues equal to 50% of the regular member dues. They do not receive a newsletter.

VI) Code of Conduct and Anti-Harassment Policy

- A) All CIG and 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 events, in online communities, or in other contexts. All those participating in CIG events, online communities, or other related contexts must adhere to the NSS Code of Conduct and NSS Anti-Harassment Policy. Failure to adhere to the NSS Code of Conduct or NSS Anti-Harassment Policy could result in disciplinary action, termination of membership or participation, or other options as outlined in Article VII below.

VII) Expulsion, Suspension, and Reinstatement of Members

- A) Any member may be expelled from the Grotto in accordance with the following:
  - 1) A notice in writing of this motion shall be made to the membership via member email communications at least one week prior to balloting.
  - 2) A regular motion, in writing, shall be made and allowed at the next regular Grotto meeting.
  - 3) A two-thirds (2/3) vote of the membership present shall be required for the motion to pass.

#### VIII) Expenditures

- A) Expenditures exceeding fifty dollars (\$50.00) shall be approved by the Executive Committee.
- B) Expenditures of fifty dollars (\$50.00) or less shall be approved by the treasurer.
- C) The Treasurer may approve expenditures of any amount as necessary for the normal production of the newsletter.

#### IX) Equipment

- A) Equipment belonging solely to the Central Indiana Grotto shall be auctioned among the members in the event of dissolution of the Grotto.
- B) Only Grotto members may borrow Grotto owned equipment.
- C) Equipment is to be lent for one week only unless special arrangements are made.
- D) Equipment must be returned in the same condition as loaned.
- E) The person borrowing equipment shall sign for it and is responsible for its replacement or repair cost.
- F) The Equipment Chairman may refuse to lend equipment to persons violating these rules.
- G) Grotto equipment shall be inventoried annually by a special committee and the results reported to the membership with all discrepancies explained.

#### X) Dissolution

- A) Upon the dissolution of the Grotto, the Executive Committee shall, after paying or making provision for the payment of all liabilities of the Grotto, dispose of all assets of the Grotto exclusively for the purposes of the Grotto in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes or for the purpose of conservation of caves and karst features, as shall at the time qualify as an exempt organization under ss 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive Committee shall determine.
- B) Any such assets not so disposed of shall be disposed of by the Judge of the Circuit Court of Marion County, Indiana, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### XI) Grotto Sponsored Trips

- A) Guests must be invited by a Grotto member.
- B) Each member is responsible for the conduct of his/her guest.
- C) Written or verbal permission must be obtained from the owner of any property visited on a Grotto trip unless after a diligent search the identity of the owner cannot be determined or unless the owner has previously given unlimited permission for members to enter his/her property.
- D) Trip leaders are required to ensure that CIG grotto waivers and all other required waivers and permits are signed/pulled before the beginning of any trip.

#### XII) Amendments to the Bylaws

- A) The motion to amend must be made at a regular grotto meeting.
- B) Proposed amendments must be communicated to the Regular members prior to the meeting at which it is put to a vote. Motion to amend and vote must be at separate meetings.
- C) The proposed amendments must be approved by a majority vote of members present at that meeting.
- D) Under the above procedure, only minor changes of language from that presented version may be allowed at the time of adoption.