

BYLAWS
of
THE HUNTSVILLE GROTTTO
of the
NATIONAL SPELEOLOGICAL SOCIETY, INC.

As amended 10 July 2016

ARTICLE I – MEMBERS

1. **THE HUNTSVILLE GROTTTO OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.**, hereinafter referred to as **THE GROTTTO**, shall have six classes of membership.
 - A. Regular Membership – Individuals, at least seventeen years of age, who are members of the NSS with THE GROTTTO designated as their primary affiliation, have all of the rights and privileges of THE GROTTTO membership including the right to vote, serve on the EB (as defined in Article 2 paragraph 6), and have access to THE GROTTTO publications, records and data. Dues set by EB.
 - B. Associate Membership – Same as Regular Membership, except they designated another NSS Internal Organization (IO) as their primary affiliation and may not serve on the EB. Dues set by EB.
 - C. Basic Membership – Same as Regular Membership, except they are not NSS members and may not serve on the EB. Dues set by EB.
 - D. Life Membership – These individuals have the rights and privileges per article 1 paragraphs 1.A, B, and C. They shall retain their membership as long as THE GROTTTO retains its identity. They shall make a one-time payment of 20 times their current membership dues. Life Membership may include Family Membership provided the Life Member makes a one-time payment of 20 times the differential between normal and Family Membership dues, and those Family Members continue to qualify per article 1 paragraph E.
 - E. Family Membership – These individuals are family members either cohabitating with or are direct dependents of a current member of THE GROTTTO. Family Members shall have the rights and privileges per Article 1 Paragraphs 1.A, B, and C. Dues set by EB. Those Family Members seventeen years of age and older have the right to vote.
 - F. Honorary Membership – These individuals are honored for their contributions to caving, THE GROTTTO, NSS, or for their position in another cave-related organization. Their membership, period of membership, dues if any, right to vote, access to THE GROTTTO publications, records and data, shall be set by the EB on an individual basis.
2. All members shall agree to abide by THE GROTTTO Articles of Incorporation, Bylaws, and Policies to become and maintain membership.
3. Changes in membership class may be submitted at any time, provided THE GROTTTO is furnished verifying confirmation of NSS membership or primary affiliation change.

4. Members shall inform THE GROTTTO of any changes in personal listed information. All personal information is optional, but THE GROTTTO assumes no liability for communication with members who fail to provide current contact information and maintain current communication capability per the communications policy.
5. Any member may be removed from membership by EB action for reasons including, but not limited to: non-payment of dues, willful misuse of property, disregard of safety protocols or established policies. Removed members may request a hearing before the EB or THE GROTTTO; their status may be determined by a vote.

ARTICLE II – GOVERNMENT

1. Robert's Rules of Order shall govern business at all meetings, except as specified otherwise in the Articles of Incorporation, Bylaws, or policies.
2. Written proxies specific to the issue at hand are acceptable for all matters.
3. Officers – The elected officers of THE GROTTTO shall be:
 - A. Chairperson
 - B. Vice Chairperson Projects
 - C. Vice Chairperson Membership
 - D. Vice Chairperson Programs
 - E. Vice Chairperson Publications
 - F. Treasurer
 - G. Secretary
4. No other arrangements having been made in the temporary absence of the Chairperson for a meeting the officers shall serve as temporary Chairperson in the order listed above. Permanent vacancies are addressed in article 4 paragraph 2.
5. Each office may have only one elected person, but that officer may appoint as many assistants to the office as required.
6. An Executive Board, hereinafter called the EB, shall be composed of the elected officers of THE GROTTTO and the Chairperson of the preceding year, unless that person is elected to an office. The EB shall have complete power to conduct all business of THE GROTTTO and to act on any matter not specifically prohibited or delegated. Decisions or actions of the EB may be overruled by a two-third majority vote of members represented at a regular meeting.
7. Any officer may appoint a regular member as a proxy in conducting business at EB or general meetings provided the presiding officer is notified of the proxy and if discretionary powers are authorized. A proxy may represent only one officer at a time.

ARTICLE III – COMMITTEES AND APPOINTMENTS

1. The Chairperson shall appoint committees and individual positions as needed. Responsibilities for these will be per policies.

2. Committees and appointed positions may be, but not limited to: Safety, Property, Conservation, Exploration, Auditing, Nominating, and Congress of Grottos Delegation. The Nominating Committee should attempt to obtain at least two qualified nominees who are willing to serve for each office of THE GROTTTO.
3. All committees and appointed positions shall provide progress reports at intervals designated by the Chairperson.

ARTICLE IV – ELECTIONS

1. THE GROTTTO shall hold an annual election of officers at the first regular meeting in December, and the new officers shall assume office upon the adjournment of that meeting. Previous officers will act as assistants as requested until duties are transferred.
2. Special elections to fill vacant offices shall be held at the next regular meeting of THE GROTTTO and shall become effective immediately.
3. A special recall election may be requested for any officer by a signed petition of 20% of THE GROTTTO voting membership submitted to the EB. A favorable 2/3 majority vote by represented membership at the next regular meeting is required for a recall.

ARTICLE V – MEETINGS

1. Meetings of THE GROTTTO shall be held at such a time and place as determined by the EB. There will be at least one regular and one EB meeting scheduled each month.
2. No quorum is necessary for any matter at a regular meeting of THE GROTTTO, a quorum of 1/3 of THE GROTTTO membership must be present at a called meeting.
3. Business may be introduced at any meeting of THE GROTTTO, but the Chairperson may defer business to the next EB meeting.
4. Scheduled EB meetings shall be open to the general membership. A quorum of 4 elected officers is required, not counting proxies, to conduct business. Business may be introduced and discussed by any member, but only the EB can conduct business at an EB meeting.
5. Special meetings of the EB may be open or closed and conducted at any time as determined by the chairperson. A quorum of 5 elected officers is required, not counting proxies, to conduct business.

ARTICLE VI – FINANCES

1. THE GROTTTO fiscal year shall be from July 1 through June 30.
2. All dues shall become payable at the beginning of the fiscal year. New member dues may be prorated.
3. Monies may be acquired by any means not prohibited by Article III of the Articles of Incorporation.
4. The monies of THE GROTTTO may be held in a working fund and/or a reserve fund.

5. Funds may be expended only for reasons consistent with the purpose of THE GROTTTO as stated in the Articles of Incorporation. Specifically this may include the purchase of THE GROTTTO owned caving gear for the membership and donations to other caving organizations with similar purposes.

ARTICLE VII – POLICIES

1. THE GROTTTO shall have policies to both expand upon these bylaws and to govern those issues omitted. These policies include, but not limited to: expeditions, safety, property, conservation and communications.
2. Policies of THE GROTTTO shall be approved by the EB, archived, accessible to members, and provided to guests as needed.
3. Guests at THE GROTTTO events shall agree to abide by appropriate policies.
4. THE GROTTTO announcements, notifications and pertinent information shall be disseminated per the communications policy. Exceptions may be made upon request on an individual basis determined by the EB.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended as follows:

1. A proposal may be presented to the EB indicating a needed amendment to the Bylaws and must pass with a majority vote to begin the process.
2. At the discretion of the chairperson, a committee may be formed to verify the need for an amendment. If the need is verified, the committee may review and draft an amendment. If not, they shall report back to the EB for further direction.
3. The committee shall report back to the EB on all progress and submit any proposed amendments to be discussed at an EB meeting for approval by majority vote to be submitted to the NSS.
4. The EB approved amendment shall be submitted to the NSS IO Section for review and approval. Any NSS changes shall be returned to the committee for integration and approval. The NSS shall be notified of approval or counter proposal to any changes.
5. The EB and NSS approved proposed amendment (indicating all changes) shall be submitted to THE GROTTTO membership a minimum of 21 days prior to the regular meeting at which it will be discussed.
6. The EB shall consider input and approve the amendment to be voted on by the membership at the next regular meeting or return the amendment to the committee.
7. The EB and NSS approved proposed amendment shall be discussed and voted on at THE GROTTTO regular meeting. Adoption of the amendment shall be by a two-thirds vote of the members represented.
8. The amended bylaws shall be filed with the NSS and at the courthouse.