

APPENDIX AY

November 7, 2009:6

(Refer to Act 28-799)

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 fundraising 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.