

# Little Rock Grotto Constitution

## **Article I:** Name

The name of this organization shall be the Little Rock Grotto of the National Speleological Society.

## **Article II:** Purpose

The purposes of this organization shall be to promote interest in and advance in any and all means the study and science of speleology; the protection of caves and their natural contents; and to promote fellowship among those interested therein, with the additional purpose of organizing NSS members in the Little Rock, AR area, to better promote the objectives of the NSS.

## **Article III:** Executive Committee

(1) The Grotto shall be governed by an Executive Committee made up of the following officers, all members of the NSS, and elected annually for one-year terms as provided in the bylaws:

(a) President, Vice-President, Secretary/Treasurer

Or (b) President, Vice-President, Secretary, Treasurer, Member-at-large

(2) The Executive Committee shall have complete power to manage the business, to raise funds in any manner not inconsistent with the policies of the NSS, and to perform all other necessary functions.

(3) Decisions or actions of the Executive Committee may be overruled by a two-third majority vote of the members.

## **Article IV:** Executive Committee Meetings

(1) Executive Committee and general meetings shall be held at such times and places as are determined by the Committee.

(2) A quorum in the Executive Committee is a majority of its members.

## **Article V:** Full membership

Full membership is limited to members of the NSS.

**Article VI:** The Constitution and Bylaws of the National Speleological Society shall be binding on the grotto. Any action inconsistent therewith shall be null and void.

### **Article VIII: Dissolution**

In the event of dissolution of the grotto,

(1) Any NSS property held by the grotto shall revert to the NSS.

(2) All assets remaining after meeting outstanding liabilities shall be assigned to the NSS. However, if the named recipient is not then in existence or is no longer a qualified distributee, or unwilling or unable to accept the distribution, the assets of this organization shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in Section 501 (c)(3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue law).

### **Article IX: Amendments**

Amendments to this constitution may be proposed either by the Executive Committee or by a petition of ten percent of the members in good standing. Adoption of the amendments shall require a two-thirds vote of the members voting, either in person or by absentee ballot, provided that notice of the meeting and the content of the amendments shall have been announced to the membership at least thirty days prior to the time at which the vote will be taken.

# Little Rock Grotto Bylaws

## Article I: Membership

(1) Applications: Applications for membership shall be in writing and shall be accompanied by dues as specified herein and a statement signed by the applicant indicating support for the goals of the Group and its conservation policies. The Executive Committee shall act on all applications for membership.

(2) Classes of Membership: The following table lists the Requirements and Privileges for each type of membership.

Type	Requirements	Dues (% of Regular)	Privileges
Full Regular	<ul style="list-style-type: none"> <li>Age: 17 and above</li> <li>NSS member</li> </ul>	100	<ol style="list-style-type: none"> <li>Voting rights</li> <li>May hold office</li> <li>Receives generally distributed publications</li> <li>Membership Card</li> <li>Name on Grotto Roster</li> <li>Use of grotto equipment</li> </ol>
Associate Regular	<ul style="list-style-type: none"> <li>Age: 17 and above</li> </ul>	100	<ul style="list-style-type: none"> <li>1, 3, 4, 5, 6</li> <li>May only vote on issues not affecting the NSS</li> </ul>
Full Family	<ul style="list-style-type: none"> <li>Age: 17 and above</li> <li>Must have a Regular member in immediate family</li> <li>NSS member</li> </ul>	50	<ul style="list-style-type: none"> <li>1,2,4,5,6</li> </ul>
Associate Family	<ul style="list-style-type: none"> <li>Age: 17 and above</li> <li>Must have a Regular member in immediate family</li> </ul>	50	<ul style="list-style-type: none"> <li>1,4,5,6</li> <li>May only vote on issues not affecting the NSS</li> </ul>
Honorary	<ul style="list-style-type: none"> <li>Unanimous decision of elected officers.</li> <li>Total Honorary members may not exceed 10% of total dues paying members.</li> <li>List of Honoraries to be reviewed and adjusted each February by new officers.</li> </ul>	0	<ul style="list-style-type: none"> <li>3,4,5</li> </ul>
Junior Family	<ul style="list-style-type: none"> <li>Maximum Age: 16</li> <li>Must have a Regular member in immediate family</li> </ul>	0	<ul style="list-style-type: none"> <li>4,5,6</li> <li>May make motions</li> </ul>

## Article II: Dues

(1) The amount of the annual Regular member dues shall be determined by the Executive Committee. Dues for other membership types are per the above table.

(2) Dues shall be payable at the January meeting or when membership status changes. Members joining at other times shall have their dues pro-rated.

### **Article III: Termination of Membership**

(1) Non-Payment of Dues: Membership shall be terminated for non-payment of Grotto dues. A member dropped solely for non-payment of dues may be reinstated automatically upon payment of current Grotto dues within four months.

(2) Infractions: Members may be admonished, suspended from certain privileges, or expelled from Grotto membership for any of the following reasons:

(A) Willful misuse of Grotto property or facilities

(B) Willful disregard of the safety of themselves and/or of others while participating in a Grotto activity.

(C) Conduct detrimental to the Grotto and/or the National Speleological Society. Disciplinary action under this provision shall be taken only upon a two-thirds vote of the Executive Committee by a secret ballot. Disciplinary action shall be initiated only upon presentation to the Executive Committee of a written petition for disciplinary action, submitted by at least two members of the Grotto not in the same household.

Upon receiving such a petition, the Executive Committee shall take such actions that are deemed necessary to notify the accused member or members, in writing, of the petition, and of the place, date, and time at which the petition will be considered by the Executive Committee. The accused member or members shall have the right to speak on their own behalf. Such considerations shall take place no sooner than twenty-one days and no later than seventy days after the petition is received by the Executive Committee.

### **Article IV: Assessments and Gifts**

(1) No special assessments may be made against members of the Grotto. Voluntary contributions may be solicited by the Executive Committee for specific purposes. A charge may be made for the Grotto's special publications and extra copies of regular publications, and fees may be collected for use of the Grotto's property when approved by the Executive Committee.

(2) Gifts and bequests may be made to the Grotto in any form or amount and for any use compatible with the purpose of the Grotto.

(3) A charge may be made to non-members for: attendance at Grotto-sponsored activities; use of the Grotto's equipment and library; copies of publications, maps, and other data, and inclusion of non-members on the Grotto's mailing list.

### **Article V: Executive Committee**

(1) Elections: The election of officers shall be conducted as follows:

(A) At the November meeting nominations shall be accepted from the floor.

(B) All nominees must give the grotto verbal or written consent before the end of the November meeting for their names to be placed on the ballot. The ballot shall have a provision for write-in votes.

(C) Nominees names will be published in the November newsletter.

(D) Elections will be held at the December meeting. The Vice-President, following a members written request, will provide absentee ballots. Absentee ballots must be returned to the Vice-President before the December meeting.

(E) Officers will be elected by a majority of those voting.

(2) Assumption of Duties: Those elected each year shall take office at the start of the January meeting.

(3) Meetings: There shall be at least one Executive Committee meeting in each of the four quarters of the fiscal year. The date, time, and place of these meetings shall be provided to the membership before the date of such meeting. The Executive Committee shall determine the date, time, and place for any special meetings. A quorum at an Executive Committee meeting will be a majority of the members of the Executive Committee.

(A) Parliamentary Authority. Robert's Rules of Order, as revised, shall govern all procedural questions arising at meetings of the Executive Committee when they are applicable and when they are not inconsistent with the Grotto's constitution and bylaws.

(B) Proxy. Any member of the Executive Committee may appoint a member of the Grotto as a proxy to act for them at a meeting of the Executive Committee. A Proxy may act at one meeting for only one Executive Committee member. The presiding officer must be notified of such proxy appointment directly or in writing by the absent Executive Committee member before the proxy may be allowed to serve. Authorization should state if discretionary powers have been given to the proxy.

(C) Other Attendees. Committee chairpersons may attend meetings of the Executive Committee and have the privilege of speaking on matters relevant to the committee's function, but shall have no power to vote by virtue of their committee role. Any other member of the Grotto may attend Executive Committee meetings and may be granted the privilege of the floor at the discretion of the presiding officer but shall have no power to vote.

(4) Recall: The Executive Committee shall have the power to remove any Executive Committee member who, without just cause, fails to attend two regular Executive Committee meetings in one fiscal year without sending a proxy or who, without just cause, attends no Executive Committee meetings in person for three consecutive meetings.

(5) Filling Vacancies: Vacancies on the Executive Committee that occur shall be filled for the balance of the fiscal year by presidential appointment, subject to majority approval of the rest of the Executive Committee.

(6) Standing Rules: Each action approved by the Executive Committee which serves to establish new policies or administrative procedures can be designated as a "directive" or "act." The Secretary of the Grotto can be made responsible for maintaining a file of such directives and be responsible for notifying the membership in writing of their adoption. This is similar to "standing orders," described in Robert's Rules.

#### **Article VI: Committees**

Committees shall be established by the Executive Committee to execute the work of the Grotto. Chairpersons of the committees shall be appointed by the President of the Grotto, subject to the approval of the Executive Committee. Each committee chairperson shall select the personnel and promote the activities of his/her committee. All committees shall operate under the direction and approval of the Executive Committee.

#### **Article VII: General Meetings**

(A) Details. There shall be at least one General Meeting of the membership each quarter of the calendar year. The date, time, and place of these meetings shall be provided to the membership before the date of such meeting. The Executive Committee shall determine the date, time, and place for these and any special meetings.

(B) Quorum. A quorum at a General Meeting shall be ten percent of the total membership and at least five individuals.

(C) Parliamentary Authority & Proxy. Same as for Executive Committee meetings

#### **Article VIII: Finances**

The Grotto may acquire property, including equipment, literature, and other materials for use by and on behalf of the membership. Generally accepted accounting practices shall be used to account for all assets.

#### **Article IX: Fiscal Year**

The fiscal year shall be the calendar year.

#### **Article X: Publications**

The Grotto may issue and distribute to the members in good standing, other than Family Members, regular issues of a Grotto newsletter, 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 Executive Committee. Copies of the publications must be provided to the NSS in accordance with NSS policy.

**Article XI: Store**

The Grotto may maintain a Grotto Store for the convenience of members, friends, and associates, which will be limited to caving related goods appropriate to the policies of the Grotto.

**Article XII: Grotto Records and Annual Report to NSS**

It shall be the duty of the President to keep the grotto records up to date with the NSS and to submit the Annual Report to the NSS.

**Article XIII: Amendment**

Amendments to these bylaws may be proposed either by the Executive Committee or by a petition of ten percent of the members in good standing. Adoption of the amendments shall require a two-thirds vote of the members voting, either in person or by absentee ballot, provided that notice of the meeting and the content of the amendments shall have been announced to the membership at least thirty days prior to the time at which the vote will be taken.