Bylaws of the Nittany Grotto, a Chapter of the National Speleological Society

Revised 5/5/2004

I. Membership and Dues

A. All applicants shall be required to fill out a standard membership blank.

B. Dues shall be determined as needed to conduct Grotto business. Proposed changes in dues rate must be put in writing and submitted to the Grotto secretary to be read one meeting prior to voting. A two-thirds majority of at least a quorum of Regular members is required for adoption.

C. Dues for Regular, Associate, and Personal Affiliate members shall be equivalent except that dues for full-time students of the Pennsylvania State University may be set differently. Dues for Family Dependent members shall be one half (rounded to the nearest $0.25) of the rate for a Regular member. Life membership dues shall be twenty times the rate set for a Regular non-student member.

D. Dues shall be payable for a minimum of one year. Non-students may pay up to three years in advance. Life memberships are excluded from these limits.

E. Any member missing three consecutive meetings may be placed on the inactive list at the discretion of the Executive Board, and shall remain in such status until they resume attendance at meetings.

F. Life membership dues may be paid in installments not to exceed five annual payments. A member paying installments on a Life membership shall be required to pay annual dues in addition to annual installments.

G. Life membership dues income shall be managed in such a way as to generate funds to pay for costs associated with life members.

H. Student's dues shall revert to non-student rates at dues-renewal time after they are no longer a full-time student.

II. Voting

A. All Regular and Dependent members shall have voting privileges on all voting matters.

B. Voting on constitutional amendments shall be by mail if the necessary majority specified in the Constitution is not present at the meeting.

C. Except as otherwise provided, all business requiring voting shall be passed by a majority vote of at least a quorum of Grotto members.

III. Quorum

A. A quorum shall consist of 40% of the active Grotto members.

B. Active members shall be all those Regular and Dependent Grotto members not placed on the inactive list as provided in section I.E.

IV. Meetings

A. The officers and faculty advisor shall meet prior to the last meeting of the semester to determine a schedule of events for the following semester.

B. Meetings of the Executive Board shall be held as required.

C. Standing committee meetings shall be held when required and shall be called by the respective coordinators.

V. Elections

A. The election of officers for the following year shall be held on the first regular meeting in November.
B. Candidates shall be nominated by a nominating committee, in addition to any slate presented by the nominating committee, candidates may be nominated from the floor. Nominations shall be presented or made at the same meeting in which the elections are held.
C. All electees must have a majority vote.
D. A majority of active members must be present for the election of officers.
E. Upon the resignation of any elected officer of the Grotto, the following shall apply: (1) Election to fill the vacancy shall be held at the next regular meeting following intent to resign. (2) Election procedures for the vacancy shall be the same as listed in sections V.B., V.C., and V.D.

VI. Officers

A. Chairman

1. Qualifications
   A. Must be a member of the National Speleological Society.
   B. Must be an active Regular member of the Nittany Grotto and be able to attend meetings regularly.
2. Duties
   A. Shall preside at Executive Board meetings.
   B. Shall be a representative of the Nittany Grotto at the Mid-Appalachian Region meetings.
   C. Shall act as the Grotto spokesman and supervise and coordinate Grotto functions and activities.
   D. Shall be in charge of Grotto correspondence and maintain an up-to-date and orderly correspondence file.
   E. Shall be responsible for maintaining other Grotto files in order and up-to-date.
   F. May appoint temporary committees.
   G. Must submit reports required by the National Speleological Society, and shall maintain close contact with that Society.
   H. Shall be ex-officio member of all committees.

B. Vice-Chairman

1. Qualifications - Same as for the Chairman.
2. Duties.
   A. Shall assume the duties of the Chairman when the Chairman is absent.
   B. Shall preside at all regular Grotto meetings.
   C. Must have all Grotto correspondence co-signed by the Chairman or any other member of the Executive Board in the Chairman's absence.
   D. Shall see that a copy of all outgoing correspondence is kept in the correspondence file.
   E. Shall be a representative of the Nittany Grotto at the Mid-Appalachian Region meetings.

C. **Secretary**

1. Qualifications
   A. Must be a member of the National Speleological Society.
   B. Must be a Regular Grotto member.

2. Duties
   A. Shall keep the minutes of all regular and Executive Board meetings, and read them at the following regular meeting.
   B. Shall be responsible for issuing membership cards.
   C. Shall see that each year's minutes are kept in a separate notebook and that they are placed in the Grotto files at the end of the school year.

D. **Treasurer**

1. Qualifications - Same as for Secretary
2. Duties
   A. Shall maintain a detailed record of all Grotto income and expenditures.
   B. Shall make a financial report at each regular Grotto meeting.
   C. Shall discharge Grotto funds only as directed by the Executive Board.
   D. Shall see that receipts of expenditures are kept in the Grotto files.

VII. Executive Board

A. Shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Faculty Advisor, the latest past Chairman (if still active in the Grotto), and the coordinators of the standing committees.

B. Duties and Powers
   1. Shall manage the business of the Grotto.
   2. Must approve all expenditures of the Grotto.
   3. May appoint special committees.
   4. May raise funds in any manner not inconsistent with policies of the Board of Governors of the National Speleological Society.
   5. Shall approve projects suggested by the Work Committee.
   6. May recommend reimbursement in whole or in part for expenses incurred by person or persons conducting investigations or work projects approved by the Executive Board.
   7. May recommend the revocation or suspension of membership as provided by other by-laws.

C. All decisions made or action taken by the Executive Board may be overruled by a two-thirds (2/3) majority vote of at least a quorum of Regular members of the Grotto.

VIII. Faculty Advisor

A. Shall be an Honorary member during the time he serves as advisor.
B. Shall serve indefinitely.
C. Upon resignation of the Faculty Advisor, the Executive Board shall select a successor.
D. Shall be a member of the Executive Board.

IX. Standing Committees

A. General.

1. Each committee member shall be an active Grotto member.
2. Each committee shall consist of a coordinator and interested Grotto members.
3. The coordinator shall be appointed and can be removed by the Executive Board, when deemed necessary.
4. The coordinator shall serve until the end of the school year.
5. The coordinator shall become a member of the Executive Board.

B. Photographic Committee

1. Shall be in charge of black-and-white photo album and the color slides.
2. Shall be in charge of photographic displays and showings and other Grotto photographic activities.
3. Shall be in charge of the selection of all photographs and color slides for the Grotto Collection.

C. Field Trip, Exploration, and Mapping Committee

1. Shall promote and coordinate activities pertaining to surface and subsurface explorations.
2. Shall compile records of all field trips to be kept in the Grotto files.
3. May suggest work projects to the Executive Board.

D. Work Committee

1. Shall encourage work projects of a serious nature among Grotto members.
2. Shall organize and direct any work projects assigned by the Executive Board.
3. Shall be responsible for the submission of a typewritten report to the Executive Board for each completed project.

E. Social and Publicity Committee

1. Shall be responsible for placing meeting notices in the Daily Collegian, over the campus radio, and on the Bulletin Boards at the direction of the Executive Board.
2. Shall be in charge of publicity and displays with the Photographis Coordinator.
3. Shall be in charge of commercial cave trips and other social events undertaken by the Grotto.
4. Shall be responsible for publicity in any publication.

F. Safety and Equipment Committee

1. Shall be in charge of maintaining and procuring Grotto equipment.
2. Shall maintain an up-to-date inventory of all Grotto equipment.
3. Shall instruct and supervise members in safety procedures.
4. Shall organize a rescue team if at all possible.

G. **Newsletter Committee**

1.Shall be composed of members of the Executive Board and interested Grotto members.
2.The editor of the Newsletter, as coordinator of this committee, shall not be an officer or coordinator of any other standing committee.
3.Shall be responsible for compiling, publishing, and distributing the Newsletter.
4.Shall recommend subscription rates and policies to the Executive Board.

H. **Membership**

1.Shall organize and coordinate membership drives.
2.Shall organize and coordinate orientation trips.
3.Shall endeavor to see that new members become well versed in the fundamentals of caving.
4.Shall aid the new members in taking an active part in field trips, both their own and those organized by others.

I. **Library**

1.Shall be in charge of maintaining the Grotto Library and monitoring its use.
2.Shall be in charge of procuring material for the library.
3.Shall file all exchange publications.
4.Shall promote the use of the library for Grotto members.

J. **Program**

1.Shall be in charge of organizing, arranging, and scheduling meeting-night programs and any special programs approved by the Executive Board.
2.May dispense with programs during the summer.
3.Shall remind speakers at least two weeks prior to their scheduled event.

X. **Revocation of Membership**

A.Upon the recommendation of the Executive Board and by a two-thirds (2/3) majority vote of at least a quorum of Grotto members, a membership may be revoked for any of the following reasons:

1. Actions endangering the welfare and safety of Nittany Grotto and National Speleological Society members and guests of either society.
2 Actions detrimental to the good reputation of the Nittany Grotto and National Speleological Society.
3. Acts of cave vandalism and violation of state conservation laws relating to caves.

XI. **Publications**

A. **Newsletter**

1. Shall be published at least four times a year.
2. Shall be distributed to Grotto members of all types except Dependent members, the National Speleological Society library as required, subscribers, exchanging grottos and organizations, and entitled libraries.
3. Four copies shall be reserved for the grotto archives.

B. **Files, maps, and the library**

1. Shall be made available by the officer(s) in charge to Grotto members, National Speleological Society members, and University officials. All others need Executive Board approval.

XII. **Amendments**

A. Proposed amendments to these bylaws must be put in writing and submitted to the Grotto Secretary to be read one meeting prior to voting.
B. A two-thirds (2/3) majority vote of at least a quorum of Regular members is necessary for adoption.

XIII. These bylaws (and any amendments thereto) shall become effective upon approval by the Nittany Grotto and by the National Speleological Society.

XIV. The name of the Nittany Grotto shall not be signed to any material written for publication without the expressed written consent of the Executive Board or Chairman.