

CONSTITUTION OF THE SANDIA GROTTO OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

Article 1: Name

The name of this organization shall be Sandia Grotto, a chapter of the National Speleological Society, Inc. (NSS) and a member of the Southwestern Region (SWR) of the NSS. All provisions of the Constitution of the NSS are binding upon Sandia Grotto, and any item in this Constitution or By-laws which contradicts any item in the NSS Constitution is null and void.

Article 2: Purpose

The purpose and goals of Sandia Grotto shall be the same as those of the NSS and the SWR: to “study, explore and conserve cave and karst resources; protect access to caves; encourage responsible management of caves and their unique environments; and promote responsible caving.” Additionally, Sandia Grotto shall have the purpose of organizing NSS members and other interested cavers in the greater Albuquerque area to promote the objectives of the NSS and SWR.

Article 3: Non-Profit Status

No part of the net earnings of the Grotto shall benefit or be distributed to its members, officers or other persons. Sandia Grotto is authorized to compensate members and others for services rendered and to make payments in furtherance of the purpose and goals set forth in Article 2.

Article 4: Membership

There are three classes of membership in Sandia Grotto: Regular, Life, and Honorary Life.

- Regular membership in Sandia Grotto is open to anyone interested in the purpose and goals of Sandia Grotto and the NSS and current with Sandia Grotto dues.
 - Regular members may vote on all Sandia Grotto issues.
 - Only Regular members who attend meetings consistently may be Sandia Grotto officers.

- The NSS requires at least 5 members of Sandia Grotto to also be NSS members.
- Life members have all the rights and privileges of Regular members. They have paid a one-time membership fee and are not required to pay annual dues.
- Honorary Life members may be named by the Executive Committee. The status of Honorary membership is conferred for outstanding service to Sandia Grotto, the NSS or to caving in general. Honorary members have all the rights and privileges as Regular members but are not required to pay annual dues.

If a Sandia Grotto member is convicted of violating any state or federal cave conservation law, that member is automatically expelled from Sandia Grotto. Members may also be expelled by a vote of the membership. No refund of dues shall be made to any expelled member. Expelled members can appeal to be reinstated by contacting a current Sandia Grotto officer.

Article 5: Executive Committee

Sandia Grotto shall maintain an Executive Committee (EC) consisting of the following officers: Chair, Vice-Chair, Treasurer, and Secretary.

The term of these elected officers shall be one calendar year from their election. Voting for officers is conducted among the general membership at the November Sandia Grotto meeting.

All Sandia Grotto officers must be current NSS members throughout their terms.

Article 6: Meetings

Regular Meetings

Regular meetings are intended to further the purpose and goals of Sandia Grotto, attract potential new members, consider any necessary old or new business, and offer an interesting cave-related program.

Regular meeting time and location shall be decided by the membership, and may be changed by a vote of the membership. Regular meetings shall be held at least monthly, except in December. No prior notice to members of business to be conducted at a regular meeting is required.

Annual Business Meeting

The last regular Sandia Grotto meeting of the year (normally in November) shall also be the Annual Business Meeting. At this meeting, votes will be held to elect officers for the following calendar year and to decide on any proposed changes to the Sandia Grotto Constitution and By-laws.

Article 7: Voting

Decisions at regular meetings are decided by a simple majority vote of the members present.

Officer elections and voting on amendments to the Constitution or changes to the By-laws at the Annual Business Meeting require a 40% quorum. This quorum includes any members casting votes in absentia.

A 40% quorum is also required to decide:

- removal of an EC officer
- expulsion of a member
- reinstatement of an expelled member
- a change to Sandia Grotto membership dues

Article 8: Amendment Procedures

Amendments to this Constitution and changes to the By-laws can be proposed by any member and must be presented in writing at a meeting prior to the Annual Business Meeting.

Article 9: Dissolution Procedures

In the event of the dissolution of Sandia Grotto, all Sandia Grotto assets shall go to the Southwestern Region or another internal organization of the NSS.

BY-LAWS OF THE SANDIA GROTTO OF THE NATIONAL SPELEOLOGICAL SOCIETY, INC.

1. The Executive Committee (EC) shall have the power to create Special Officers and Committees as needed, whose duties are to be determined by the EC. Special Officers and Committees serve at the discretion of the EC, and their appointments can be terminated by a vote of the EC.

2. The Executive Committee also:

- Coordinates Sandia Grotto-sponsored Southwest Regionals.
- Is authorized to make public statements on behalf of Sandia Grotto.
- Ensures that all Sandia Grotto business is legally conducted under the laws of the State of New Mexico and the United States.

3. Officers' Duties

- The Chair shall:
 - Preside at Sandia Grotto and EC meetings.
 - Generate agendas for regular and EC meetings.
 - Submit Sandia Grotto's Annual Internal Organizations (I/O) Report to the NSS. The outgoing Chair is responsible for filing this report, since it covers activities which occurred during his/her term of office. Outgoing Chairs may solicit needed information to complete the I/O Report from any Grotto member.

- The Vice-Chair shall:
 - Preside at any meeting in the absence of the Chair.
 - Arrange the programs presented at regular Sandia Grotto meetings.
 - Post meeting announcements for regular Sandia Grotto meetings.

- The Treasurer shall:
 - Preside at any meeting in the absence of the Chair and Vice-Chair.
 - Maintain all Sandia Grotto financial records, including an accurate account of all receipts and disbursement of Sandia Grotto funds.
 - Maintain a Sandia Grotto checking/savings account at a local bank.
 - Maintain a current list of paid members, which shall be brought to each regular meeting.
 - Bring to each regular meeting and report on a record of the Grotto's financial status.

- The Secretary shall:
 - Preside at any meeting in absence of the Chair, Vice-Chair and Treasurer.
 - Record and post minutes of all meetings, which include:
 - all motions passed and decisions made, including those provided for in the Sandia Grotto Constitution and By-laws
 - results of all votes
 - the names of individuals present at each meeting
 - Bring to each regular meeting a current copy of the Sandia Grotto Constitution and By-laws and a copy of the previous month's minutes.

4. Officer Elections and Voting

Officers are nominated at the October meeting. Nominations from the floor at the November meeting are in order as long as the nominee is present to accept or decline the nomination or has previously expressed to a Grotto officer their willingness to accept.

Grotto members may vote in person at the Annual Business Meeting or in absentia by contacting an EC officer prior to the meeting.

The 40 percent quorum required at the Annual Business Meeting shall include members voting in person and members voting in absentia.

Vacancy due to an officer resigning, being removed, or becoming incapacitated to the extent that they cannot perform their duties can be announced and filled at any regular meeting.

Officers may not preside over meetings calling for their removal.

5. Dues

Sandia Grotto dues are paid in January for that calendar year. Anyone joining the Grotto later in the year pays the same amount as those who paid in January. Dues cover membership through the end of the current calendar year, no matter when they are paid.

There is a grace period of two months after a member's dues have expired. After the grace period, the now-ex-member will lose all Sandia Grotto rights and privileges.

6. The Annual Sandia Grotto Auction is the program for the regular April meeting.

7. All incoming Executive Committee officers are required to read the Constitution and Bylaws of Sandia Grotto.

8. The Sandia Grotto Constitution and By-laws shall be available at regular meetings and to members upon request.