**May 12th, 2019**

**BYLAWS OF THE CHARLOTTE CAVING CLUB OF NATIONAL SPELEOLOGICAL SOCIETY**

1. Membership
2. Applications: Applications for membership of the Charlotte Caving Club shall be in writing and shall be accompanied by dues as specified herein and a statement signed by the applicant indicting support for the goals of the group and its conservation policies and release of liability from injury. All memberships for application shall be acted on by the executive committee.
3. The receipt of the membership application will be announced at a regular meeting. The membership may request that the application be approved by a two-thirds vote favorable in for at any time of a regular meeting. For the purpose of establishing a two-thirds vote, abstentions and blank votes shall not be counted.
4. In order to be eligible to be voted upon for membership, a person must have attended two regular meetings and a grotto trip as well as be a member of the National Speleological Society. A meeting taking place at a grotto trip shall also count towards the mandatory trip.
5. No person shall be considered for membership at the same meeting at which his or her application is submitted. Applications for membership may be submitted before an applicant is a member of the NSS, however eligibility for full membership is limited until a member of the NSS. The executive committee shall be responsible for ensuring all requirements are met of an applicant for membership.
6. Honorary Members
7. Honorary members shall be accepted by a two-thirds favorable vote by the members present at a regular meeting.
8. Honorary members shall not pay dues.
9. Founding charter members are entitled to honorary membership for life.
10. Honorary members may be designated for life or a pre-determined period. Regular, charter, and honorary members shall be entitled to all rights and privileges of membership.
11. Dues
12. The amount of the annual member dues shall be determined by the executive committee. First year dues shall be waived as determined by the executive committee.
13. Dues shall be due at January 1st. Members joining at other times shall have their dues pro-rated.
14. Dues will cover one fiscal year of membership.
15. A reminder of dues and expiration of such shall be sent to club members.
16. Dues will not be refunded pending termination of club membership.
17. Termination of Membership
18. Non-payment of dues: Membership shall be terminated for non-payment of grotto dues. A member dropped solely for non-payment of dues shall be re-instated upon payment of dues.
19. Infractions: Members may be admonished, or suspended from certain privileges, or expelled from grotto membership for any of the following reasons as determined by the executive committee:
20. Willful or deliberate disregard for the safety of themselves, and/or others while participating in grotto functions or activities.
21. Willful or deliberate misuse or grotto equipment or facilities.
22. Conduct detrimental to the grotto and/or the NSS. Disciplinary action under this provision shall be taken upon a two-thirds vote of the executive committee via secret ballot. Disciplinary action shall be taken when the executive committee is notified in writing via a petition. Upon receiving said petition, the executive committee shall take such actions as deemed necessary to notify the accused member or members in writing, of the petition, time and place at which the petition will be considered. The accused member shall impose the right to speak on their behalf in person or via writing. Such considerations for rebuttal shall take place no longer than 30 days of the date of received petition. Such accused members are entitled to due process.
23. Executive Committee
24. Elections: Candidates for the executive committee shall be selected from among eligible grotto members.
25. Elections shall be held at a regular meeting place. Officers will take office on the 1st day of January following the election and shall serve for one year.
26. No officer shall hold the same title of office for more than two consecutive years.
27. Officers shall be as listed in the constitution and shall be elected by a majority vote.
28. All elected officer must be regular members of the NSS and at least 18 years of age.
29. Vacancies of office will be filled by appointment of the executive committee. The officers appointed will perform all duties set in place the remainder of the term.
30. The executive committee shall appoint such other officer positions necessary to perform club business as needed upon organization growth. Appointed officers will be full club members
31. Procedure for the removal of an executive committee member shall be as follows:
32. A regular motion in writing shall be made and allowed at a regular club meeting.
33. Notice in writing shall be provided to such member at least one week prior to balloting.
34. The motion shall lay over until the next regular meeting, at which time it shall be read again and balloted upon. A two-thirds vote of the membership present shall be required for such motion to pass.
35. Assumption of Duties: Those elected to officer positions will assume such positions the first executive committee meeting of the fiscal year.
36. Any member of the club may be present at 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 on executive committee affairs.
37. Duties of Officers
38. Chairman
39. Will preside over club meetings and business.
40. Will appoint committees.
41. Will serve on such committees at his/her option.
42. Call meetings necessary of the executive committee.
43. Be responsible for timely and complete submission of all club legal documents and documents required as such by the National Speleological Society.
44. Vice-Chairman
45. Perform all duties as required of the chairman in the even of his/her absence.
46. Serve as membership chairman.
47. Assist the other members of the executive committee as necessary.
48. Secretary
49. Record meeting minutes and prepare them for publication in order to be available at the next meeting.
50. Take care of all correspondence.
51. Take care of or delegate club recruitment and club publications.
52. Will negotiate all social media and public affairs.
53. Treasurer
54. Will process all income and expenses required of the club.
55. Will keep an accurate and complete account of all receipts and disbursements and will submit such reports to the membership.
56. Prepare financial statements as needed.
57. Meetings
58. There shall be at least one meeting every quarter of the fiscal year. The date, time, and place of such meetings will be established and provided to the membership before the date of such meeting.
59. The executive committee will determine the date, time, and location of said, or any special meetings necessary to conduct club business.
60. A quorum at a regular business or executive committee meeting will be the majority of the members present.
61. It is the intent of the club to suggest that meetings be held during pre-scheduled local caving events such as Tag or VAR in order to accommodate club members as much as possible.
62. Parliamentary Authority. Robert’s Rules of Order, as advised, shall govern all procedural questions arising at meetings of the executive committee when they are applicable and when they are not inconsistent with the club’s constitution and bylaws.
63. Proxy. Any member of the executive committee may appoint a member of the club to serve as their proxy to act on their behalf at executive meetings. A proxy may act at one meeting for one elected position. The chairman must be notified of such proxy directly or in writing before said proxy may serve. Business matters that may forever affect the organization shall be held until such elected officer returns to office or another is elected in place.
64. Other Attendees. Anyone interested in attending club meetings are welcomed. Those interested in membership shall follow conditions established in the club bylaws. Guest of club members are solely the responsibility of the said member and are expected to act accordingly to club bylaws. Guest attending club functions, including caving functions must obtain to all club rules accordingly and are subject to being removed from said functions at the direct discretion of the executive committee or any presiding official.
65. Assessments and Gifts
66. No special assessments shall be made against members of the club. Voluntary contributions may be solicited by the executive committee or appointed committee for specific reasons as needed.
67. Gifts and bequest may be made to the club in any form or amount and for any use compatible with the purpose of the club.
68. Finances

A. The club may acquire real and intangible 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.

1. Fiscal Year
2. The fiscal year shall be the calendar year.
3. Publications
4. The club may issue and distribute to the members in good standing regular issues of the club 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.
5. Copies of the publications must be provided to the NSS in accordance with NSS policy.
6. Store
7. The club may maintain a club store for the convenience of members, friends, and associates, which will be limited to caving related goods appropriate to the policies of the club.
8. Grotto Records and Annual Reporting to the NSS
9. It shall be the duty of the chairman or elected official to keep club records up to date with the NSS and to submit the Annual Report to the NSS or as indicated.
10. Amendment
11. All proposed amendments to these bylaws must be presented to the entire membership and notice given to members of the place, date, and time of the general meeting at which amendments will be considered for adoption, and provisions shall be made for absentee voting. This notice shall be given at least 30 days prior to the designated meeting. Adoption of the amendments shall require a two-thirds vote for the members voting, either in person or by absentee ballot, and the total votes cast must constitute at least fifty percent of the membership.