

## Constitution and Bylaws of the Colorado Cave Survey

I. The name of this organization is the Colorado Cave Survey of the National Speleological Society.

II. The purpose of the Colorado Cave Survey is to create a coalition of NSS affiliated grottos within the State of Colorado to deal with state-wide management, conservation, and political issues. The Cave Survey will also maintain a set of files to preserve important cave data.

The activities of the Cave Survey are limited to cave management, political issues, conservation and the maintenance of survey files. Other activities and projects are to be left to local grottos and individuals.

As a general statement of purpose, we support the objectives and philosophy of the National Speleological Survey. The Cave Survey encourages cave science and study by individuals and grottos within the state.

III. The membership of the Cave Survey will consist of two representatives from each NSS affiliated Grotto within the State. One representative will be a grotto chair, and the other, a specially elected Survey representative. The means and time of election is left to the discretion of each grotto.

It is the function of each Survey member to represent the views, ideas, and opinions of each grotto to the Survey. Each Survey representative is responsible for communicating Cave Survey issues to the Grottos and soliciting input to the Cave Survey.

The Cave Survey has only two elected officers, the Chair and the Vice-Chair. Both officers are elected yearly at the January meeting. Individuals are limited to two consecutive terms of office as Chair or Vice-Chair. Election of the Chair and Vice Chair of the Cave Survey shall occur by nominations of tickets of candidates and votes by the representatives on those tickets. Each ticket shall consist of the nomination of one candidate as Chair and another as Vice Chair. There shall be no limits on the number of tickets to which an individual candidate can be nominated as Chair or Vice Chair or the combinations of candidates.

The duties and responsibilities of the chair are as follows:

1. Organize and chair Survey meetings.
2. Coordinate projects of the Cave Survey
3. Write and distribute yearly reports
4. Maintain communications with, and carry out Survey obligations to outside agencies.
5. To keep the Survey records up to date with the NSS and to submit the Annual Report to the NSS.

The duties of the Vice Chair are to assist the Chair in the execution of his or her duties. In all matters the Chair has the authority to overrule the Vice Chair.

The purposes of having a Vice Chair of the Colorado Cave Survey are twofold: 1) to distribute the work required of the Chair among more than one person; 2) to provide a mechanism by which new people can be exposed to the duties and contacts required of the CCS chair.

All actions or decisions considered by the Cave Survey must be passed by a majority of Survey representatives. Any grotto can call for review of any action or decision of the Cave Survey. The matter must then be revoted and must pass by a  $\frac{3}{4}$  majority.

IV. The Cave Survey will have at least two meetings per year. The Survey chair will set the meeting times and places. All meetings will be open to all grotto members and meetings will be published at least one month in advance.

A quorum of at least a majority of the members of the Cave Survey is required for transacting business. In the event that a Survey member is unable to attend a business meeting, the Survey member or the grotto may designate a proxy.

V. All members of the Cave Survey must be members of the NSS.

VI. Being a member of the survey does not automatically grant access to part or all of the Cave Survey files.

VII. Any NSS property shall revert to the NSS in the event of dissolution of the Survey.

VIII. Amendments to this constitution and bylaws may be brought by a two-thirds vote of the Survey members. The amendment must then pass by a majority vote in two-thirds of the grottos.

IX. Access to part or all of the Cave Survey files will be granted by a two-thirds majority vote of the members of the Cave Survey to persons who sign and submit a copy of the CCS confidentiality agreement described in the Philosophy and Operation of the Colorado Cave Survey and submit a written request describing the information to which they desire access.

Specific items of information covered by this confidentiality agreement may be disclosed or deemed no longer confidential on a case by case basis by a two-thirds majority vote of the members of the Cave Survey. Confidentiality agreements with individuals may be voided upon request and two-thirds majority vote of the members of the Cave Survey. Remedies described in the confidentiality agreement may be enacted by simple majority vote.