

DAYTON UNDERGROUND GROTTA

BYLAWS

These Bylaws were last amended on May 14, 2022

I. MEMBERSHIP

A. Applications.

- 1) Applications for membership shall be in writing and shall be accompanied by dues.
- 2) The grotto shall have membership categories as determined by the Executive Committee and described in an approved grotto act.

B. Dues.

- 1) The amount of annual member dues, their due dates, and the collection procedures shall be determined by the Executive Committee

C. Termination of Membership.

- 1) Membership shall be terminated for nonpayment of DUG dues. A member dropped for nonpayment of dues may be reinstated automatically upon payment of current DUG dues.
- 2) Members may be admonished, suspended from certain privileges, or expelled from DUG membership for any of the following reasons:
 - a) Willful misuse of DUG property or facilities.
 - b) Willful disregard of the safety of themselves and/or others while participating in a DUG activity.
 - c) Conduct detrimental to the DUG and/or the NSS.
- 3) 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 DUG not in the same household.
- 4) Upon receiving such a petition, the Executive Committee shall take such actions as are deemed necessary to notify the accused member or members, in writing, of the petition, and 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 consideration shall take place no soon than twenty-one days or no later than seventy days after the petition is received by the Executive Committee.

II. ASSESSMENTS AND GIFTS

- A. No special assessments may be made against member of the DUG. Voluntary contributions may be solicited by the Executive Committee for specific purposes. A charge may be made for the DUG's special publications and extra copies of regular publication, and fees may be collected for use of the DUG's property when approved by the Executive Committee.
- B. Gifts and bequests may be made to the DUG in any form or amount and for any use compatible with the purpose of the DUG.
- C. A charge may be made to non-members for: attendance at DUG sponsored activities, use of the DUG's equipment and library, copies of publications, maps, and other data, and inclusion of non-members on the DUG's mailing list.

III. EXECUTIVE COMMITTEE

- A. Electees shall take office effective January 1st (*or immediately after the election during the stated annual meeting*). A tie shall be broken at the next Executive Committee meeting after the election by a ballot of current members of the Executive Committee and those elected candidates not tied in the election.
- B. The Executive Committee shall have the power to remove any Executive Committee member who, without cause, fails to attend two regular Executive Committee meetings in one calendar year without sending a proxy or who, without cause fails to attend regular Executive Committee meetings in person for three consecutive meetings.
- C. Vacancies on the Executive Committee that occur shall be filled for the balance of the calendar year by the chairman's appointment, subject to majority approval of the rest of the Executive Committee. If at the end of that year additional months remain on the original term, the post of the balance of the term shall be filled in the regular election process by the candidate receiving the highest number of votes after those elected for full terms. A tie for such position shall be broken at the next Executive Committee meeting by the Executive Committee and those successful candidates not tied in the election.

- D. Candidates for the Executive Committee will be nominated from the floor at the meeting prior to January. Members may also submit his or her name, and office running for, to the Chairman via e-mail, telephone, or mail, any time before the meeting prior to January.
- E. The election will be held at the *stated annual* grotto meeting prior to January. Members must be present to vote. Three regular members, not running for office, will be appointed by the chairman to count the ballots at the meeting and announce the results before the end of the meeting. These elected officers will take office effective January 1 (or at the conclusion of the stated annual meeting).
- F. Non NSS members or members under the age of 18 do not have voting privileges and cannot hold an elected office.
- G. Proxies. Any member of the Executive Committee may appoint a member of the DUG as a proxy to act for him/her at a meeting of the Executive Committee. 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 whether or not discretionary voting power has been granted to the proxy.
- H. Other attendees. Committee chairs 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 chairmanship. Any other member of the DUG 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.
- I. Executive Committee Meetings. 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.

- J. 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 DUG's constitution and bylaws.
- K. Directives/Acts. Each action approved by the Executive Committee which serves to establish new policies or administrative procedures will be designated as a "directive" or "act." The Secretary of the DUG will be responsible for maintaining a file of such directives and be responsible for notifying the membership in writing of their adoption.

IV. GENERAL MEETINGS

- A. There will be at least ONE general meeting of the full membership per calendar year. The date, time and place of these meetings shall be provided to all members in advance, and will be scheduled by the Executive Committee.
- B. A quorum at a General Meeting shall be ten members or ten percent of the membership, whichever is the greater number.

V. COMMITTEES

- A. Committees shall be established by the Executive Committee to execute the work of the DUG. Chairmen of the committees shall be appointed by the chairman of the DUG, subject to the approval of the Executive Committee. Each committee chairman shall select the personnel and promote the activities of his or her committee.

VI. FINANCES

- A. The DUG may acquire real and personal property, including equipment, literature, and other materials for use by and on behalf of the membership. This fiscal year shall begin January 1st and end December 31st.

VII. PUBLICATIONS

- A. The DUG will publish an online newsletter at least 'annually'. Other publications and distributions may also be authorized as needed by the Executive Committee

VIII. STORE

- A. The DUG may maintain a grotto store for the convenience of members, friends, and associates, which will be limited to speleologically related goods appropriate to the policies of the DUG.

IX. AMENDMENT

- A. All proposed amendments in these bylaws must be presented to the entire membership and notice given to the members as to the place, date, and time of the General Meeting at which the amendment(s) will be considered for adoption, if not, provisions shall be made for absentee voting. This notice shall be given not less than twenty days prior to the designated meeting. Adoption of the amendment(s) shall require a two-thirds vote of the members voting, either in person or by absentee ballot and the total votes cast must constitute at least twenty on the membership.

X. DISSOLUTION

- A. In the event of dissolution the assets of the organization shall be distributed to the National Speleological Society. A two-thirds vote of the membership is required to dissolve the grotto.