

Charter for the Great Saltpetre Cave Preserve Management Committee

Be it resolved:

1. GCG shall establish a committee to manage the GSP property (GSPC). This committee shall be an agent for RKC interests.
2. The Chair of GCG shall appoint the Chair of the Committee, who shall appoint the remaining GCG representatives to the committee. Committee members shall serve one year terms, and shall be re-appointed yearly.
3. The Committee shall consist of eight members, representatives of the **four** Grottos that have joined together to manage the preserve. Four members shall be from GCG. **One** member shall be from the Blue Grass Grotto (BGG), the Dayton Underground Grotto (DUG), **and the Central Ohio Grotto. The eighth member shall be from any of the member grottos.**
4. The Chair and the Treasurer shall be members of GCG. The Secretary may be from any of the member grottos.
5. The GSP Committee shall prepare and maintain a Strategic Plan for the Great Saltpetre Cave Preserve.
6. The GSP Committee shall periodically update and maintain a Management Plan for the Great Saltpetre Cave Preserve.
7. The GSP Committee shall be responsible for maintenance of the grounds, the buildings and facilities with the exception of the Caretaker's residence.
 - a. The GSP Committee shall prepare a yearly budget which forecasts income and expenses, and shall establish budgets for larger projects, acquisitions or repairs which include proposals to fund these special expenses.
 - b. If any particular line item of the budget (including special expenses) varies by \$5,000.00 or more from one year to the next, the Committee shall bring this issue to the GCG Board for review and approval before finalizing the yearly budget.
 - c. The Committee shall not commit to expenditures without funds available.
 - d. If a loan is required, the purpose for the loan must be approved by GCG and the purpose, terms and conditions of the loan must be approved by RKC. Only RKC, as the owner of the property, has the authorization to sign for a loan.
 - e. The Checking account shall be maintained by the Treasurer. One other committee member shall be signatory to the account. The Chair shall be the second signature unless the remaining members of the Committee consider it in the best interest of the Preserve to have another member be the second signature.
8. The Committee shall establish a list of Projects and General Maintenance to work on each year.
 - a. The Committee shall consider that the primary motivation of membership in GCG (and BGG, DUG, **and COG**) is to go caving, and shall balance the requests for volunteer assistance with opportunities to go caving.
 - b. The Committee shall establish two standing volunteer weekends each year as follows:
 - i. the weekend before Mother's Day shall be used to prepare the grounds and the Cave for Open House which occurs the weekend after Mother's Day.
 - ii. the weekend 12 days before the beginning of Karst-O-Rama shall be used to prepare the grounds and the Cave for GCG's annual fundraising event.
 - c. GCG shall consider that the members of the Committee need additional volunteers to accomplish the maintenance, repairs, renovations, and occasional new construction projects and shall encourage the members of the Grotto to give of their time and efforts to benefit the Preserve.

9. The Committee shall have monthly meetings to conduct the business of the Preserve. All members of the managing grottos are invited to the meeting and GCG Board members are encouraged to attend in order to better understand the issues being discussed.
 - a. Attendance by four or more Committee members shall enable business to be conducted, **but must include either the Chair or the Secretary.**
 - i. An affirmative vote by a simple majority of those present is required to pass motions.
 - ii. Major decisions including large projects and budgets require an affirmative vote of five Committee members – in person or by electronic means.
 - iii. Decisions made by electronic voting shall require advance notice and shall be recorded in the next meeting minutes.
 - b. The Committee shall prepare and distribute meeting minutes within two weeks of a meeting / before the GCG Board meeting so that Board members are aware of what is going on and things can be discussed at the Board meeting.
 - c. GCG Board members should attend Committee meetings when annual budget is discussed if they want to ask questions or have input.
 - d. by having a majority of members on the Committee, the GCG has input into the development of the budget & project list.
10. The Committee shall submit a report to the GCG Executive Board on a monthly basis and be in attendance at their regular meetings.
11. The Committee shall submit a report to RKC at the annual meeting which shall include the budget and projects. Interim reports can keep the RKC Board informed but are not required.

Updated December 2015 by Neena Jud, NSS # 60145

Approved by Greater Cincinnati Grotto Executive Board February 2016