

## INTRODUCTION

The Board of Governors Manual is a collection of information for the officers, directors, and permanent committee chairmen of the National Speleological Society. It is not a Society publication and is available only as a downloadable file from the NSS web site, <http://caves.org/nss-business/index.php>. Maintenance of the BOG Manual is the responsibility of the Secretary to the Board. Information in the BOG Manual is not copyrighted and may be quoted or reproduced freely.

Pages in the BOG Manual are numbered section, dot, page number or section, dot, sub-section, dot, page number. There are gaps in the page numbers to reduce the necessity for re-numbering pages as tables and lists grow. Beginning in March 2006, new Acts of the Board, amended Acts, amendments to the Constitution and Bylaws are annotated month-day-year: meeting minutes' agenda item number. (Example: 03-25-06:24d references the March 25, 2006 Board of Governors Meeting, agenda item 24d.)

The BOG Manual includes useful information about the Society, including every act of the Board that establishes new policies, revises the governing body, or establishes new administrative procedures. The names and contact information for all current leaders of the society are listed in Section Four, <http://caves.org/nss-business/bog/Table%204D%20-%20Personnel.pdf>. Each person listed should be sure his/her listing is as complete and up to date as possible.

The manual pages are updated three times a year, after each Board of Governors meeting.