

INTERNATIONAL SHOW

CAVES ASSOCIATION

CONSTITUTION

3rd November, 2014

FOREWORD

The initial organizational meetings to consider the possibility of forming an international association of show caves were held on 3rd and 4th November 1989 in Genga, Italy. These meetings determined that there was merit in forming an international association of show caves and the preparation of a Constitution was commenced.

The participants at the initial organizational meetings resolved that Charter Members of the Association shall be all members that gave notice in writing prior to 1st June 1990 that they desired to be included in the Association.

During meetings held in Genga, Italy on 1st to 4th November 1990 the International Show Caves Association was formed. The first Constitution of the International Show Caves Association was adopted at an inaugural meeting of the organization on 4th November, 1990, in Genga, Italy.

Minor amendments to the Constitution were approved by the General Assembly on 30th October 1994 during the second Congress of the Association held in Nerja, Spain.

Substantial amendments to the Constitution were approved by the General Assembly on 24th October 2006 during the fifth Congress of the Association held in Bermuda.

Further minor amendments to the Constitution were approved by the General Assembly on 18th October 2010 during the sixth Congress of the Association held in Liptovsky Mikulas, Slovakia.

The addition of Affiliate Members and ISCA Meetings, together with the deletion of Term Limits, were approved by the General Assembly on 3rd November, 2014, during the seventh Congress of the Association held at Jenolan Caves, Australia.

INTERNATIONAL SHOW CAVES ASSOCIATION

CONSTITUTION

TABLE OF CONTENTS

<u>Heading</u>	<u>Page</u>
1. NAME AND REGISTRATION	1
(i) Name	
(ii) Registration	
2. AIMS AND OBJECTIVES	1
(i) Aims and Objectives	
(ii) Guidelines	
(iii) Funds	
3. HEADQUARTERS	2
4. MEMBERSHIP	2
(i) Full Members	
(ii) Associate Members	
(iii) Affiliate Members	
(iv) Honorary Members	
(v) Application for Membership	
(vi) Multiple Caves	
5. DUES	3
(i) Annual Dues	
(ii) Initial Payment of Dues	
(iii) Notices	
(iv) Delinquent Members	

6. ORGANIZATION	3
(i) Association Structure	
(ii) Supplemental Structure	
7. GENERAL MEETINGS	4
(i) Congresses	
(ii) General Assemblies	
8. CONGRESSES	4
(i) Scheduling	
(ii) Structure	
(iii) Venue	
9. GENERAL ASSEMBLIES	5
(i) Scheduling	
(ii) Chairman	
(iii) Voting Delegates	
(iv) Quorum	
10. NOMINATING COMMITTEE	5
(i) Composition	
(ii) Qualification	
(iii) Responsibility	
(iv) Consent of Candidates	
11. ELECTION OF THE BOARD OF DIRECTORS	6
(i) Scheduling	
(ii) Nominating Committee	
(iii) Other Nominations	
(iv) Balloting	

12. VOTING	6
(i) Right to Vote	
(ii) Decisions of a General Assembly	
(iii) Proxy Votes in a General Assembly	
(iv) Limitations on Proxy Votes	
(v) Prescribed Form	
(vi) Decisions of the Board of Directors	
(vii) Multiple Caves	
(viii) Voting by Mail	
13. THE BOARD OF DIRECTORS	7
(i) Composition	
(ii) Eligibility	
(iii) Qualification	
(iv) Vacancies	
(v) Chairman	
(vi) Quorum	
(vii) Form of Meetings	
(viii) Scheduling of Meetings	
(ix) Notice	
(x) Venue	
(xi) Term	
(xii) Discipline	
(xiii) Removal	
14. OFFICERS OF THE ASSOCIATION	10
(i) Composition	
(ii) The President	
(iii) The First Vice President	
(iv) The Second Vice President	
(v) The Secretary	
(vi) The Treasurer	
(vii) Eligibility	
15. CONFERENCES	11
(i) Scheduling	
(ii) Sanction	
(iii) Notice	

16. ISCA MEETINGS	11
(i) Scheduling	
(ii) Sanction	
(iii) Notice	
(iv) Purpose	
17. SCIENTIFIC AND TECHNICAL COMMITTEE	12
18. THE ISCA LOGO	12
19. LANGUAGE	12
20. FINANCIAL YEAR	12
21. AMENDMENTS	13
FIRST SCHEDULE - Election of Officers and Directors	14
SECOND SCHEDULE - The ISCA Logo	23
THIRD SCHEDULE - Audit Committee	26

INTERNATIONAL SHOW CAVES ASSOCIATION

CONSTITUTION

1. NAME AND REGISTRATION

(i) Name

The name of the organization shall be the “INTERNATIONAL SHOW CAVES ASSOCIATION” (ISCA).

(ii) Registration

ISCA is registered in the office of Dr. Simonella Sabortini Notary Public in Ancona, Italy, on 11th October, 1990, deed no. 14,740 – file no. 2,752 filed at Ancona Public Deed Office in Italy on 16th October 1990 no. 5203.

2. AIMS AND OBJECTIVES

(i) Aims and Objectives

The Aims and Objectives of the Association shall be:

- (a) To promote and maintain an international organization of persons, associations, corporations and government agencies who own, manage or operate recognized show caves or caverns.
- (b) To promote proper management to ensure the conservation and preservation of show caves.
- (c) To promote and increase public awareness and interest in show caves
- (d) To promote a concern in show cave management for the safety of visitors and guests in the use and enjoyment of show caves.
- (e) To compile, preserve, publish and share cooperative data, both technical and promotional, for members.
- (f) To promote and encourage the development of a spirit of cooperation and courtesy among show cave operators.

(ii) Guidelines

The Association shall encourage all Member Caves to meet reasonable levels of expectation in such areas as conservation, safety, appearance and hospitality. Guidelines prescribed by the Association are set out in a separate document.

(iii) Funds

The Association shall use its funds to accomplish only the objectives and purposes specified herein and no part of the said funds shall be distributed to the members of the organization. On dissolution the funds of the Association shall be devolved to one or more regularly organized charitable organizations to be selected by the Board of Directors of the Association.

3. HEADQUARTERS

The headquarters of the Association shall be situated in Largo Leone XII in Genga, Italy, in an appropriate location, on the condition that the host institution will provide funding for the administration and operation of this central office.

4. MEMBERSHIP

(i) Full Members

A recognized individual show cave or national show cave organization, which is recommended by a full member and approved by the Board of Directors, may be accepted as a Full Member.

(ii) Associate Members

An organization, or individual, interested in matters pertaining to show caves, which is recommended by a full member and approved by the Board of Directors, may be accepted as an Associate Member.

(iii) Affiliate Members

An individual or organization, with affiliations to show caves or who are involved with show caves, may be designated as an Affiliate Member by the Board of Directors. Affiliate Membership shall be at the initiation and at the pleasure of the Board of Directors. Dues are not payable by Affiliate Members.

(iv) Honorary Members

An honorary membership may be awarded by the Board of Directors to an individual who is no longer active in the operation of a show cave in recognition of outstanding service to the organization and the international show cave industry. Honorary membership is for life and non-dues paying. Honorary Members may attend and participate in all sessions but do not have a vote.

(v) Application for Membership

Applications for membership as a Full Member or Associate Member shall be made to the Secretary using the prescribed application form. Following receipt of the recommendation of a full member the application shall be submitted to the Board of Directors for consideration as a member.

(vi) Multiple Caves

Any individual Full Member whose operation comprises more than one cave may have all of the caves listed under one membership.

5. DUES

(i) Annual Dues

The annual dues shall be such sums as the General Assembly from time to time determines. A schedule of annual dues, based on visitation, may be established. Individual Full Members whose operation comprises more than one cave will have the combined visitation figures of all the caves included in any schedule of annual dues based on visitation.

(ii) Initial Payment of Dues

When a new member joins the Association during the course of a year their dues for that year will be determined by prorating the whole months until the end of the initial year.

(iii) Notices

The Treasurer shall send notices of dues payable to all Full Members and Associate Members not later than 15th February in each year.

(iv) Delinquent Members

Members whose dues remain unpaid on 30th June are not in good standing and may have their membership suspended or terminated and be removed from the membership roll.

6. ORGANIZATION

(i) Association Structure

The Association's structure shall consist of the following:-

- Congresses
- General Assemblies
- Board of Directors
- Officers of the Association.

(ii) Supplemental Structure

These bodies shall be aided and assisted by the following:-

- the Nomination Committee
- the Scientific and Technical Committee
- such other committee or committees as from time to time may be appointed by the General Assembly or the Board of Directors.

7. GENERAL MEETINGS

(i) Congresses

A Congress will be held every four (4) years in accordance with the provisions of Section 8 herein.

(ii) General Assemblies

General Assemblies of the membership shall be held during a Congress in accordance with the provisions of Section 9 herein.

8. CONGRESSES

(i) Scheduling

The Association shall hold a Congress preferably during the months of October and/or November on the quadrennial (4 year) anniversary of the Inaugural Meeting held in 1990.

(ii) **Structure**

The General Assemblies of the membership of the Association shall be held during the Congresses held every four years.

(iii) **Venue**

The venue of a Congress shall be determined during the General Assembly held during the immediately preceding Congress.

9. GENERAL ASSEMBLIES

(i) **Scheduling**

General Assemblies of the Association shall be held during each Congress held on four (4) yearly intervals. A General Assembly shall be held over a period of more than one day.

(ii) **Chairman**

A Chairman for the General Assembly shall be elected by the general membership as the first order of business of a General Assembly. The Chairman shall be either a Full Member or an Associate Member who will not be standing as a candidate for office in the General Assembly and who is in good standing.

(iii) **Voting Delegates**

Prior to the casting of votes in a General Assembly all Full Members shall notify the Secretary in writing not less than twenty four (24) hours before the time that the votes are scheduled to be cast of the identity of the individual who will be casting the vote of the Full Member.

(iv) **Quorum**

One half of the total eligible membership of Full Members, either present in person or by proxy, shall constitute a quorum.

10. NOMINATING COMMITTEE

(i) **Composition**

A Nominating Committee of three members attending the General Assembly shall be elected by the General Assembly on the first day of the Congress that the General Assembly is held in.

(ii) Qualification

Members of the Nominating Committee shall be Full Members or Associate Members of the Association who are in good standing.

(iii) Responsibility

The Nominating Committee shall be charged with the responsibility of nominating a slate of Officers and Directors for the ensuing four year period. The Nominating Committee shall meet during the Congress. The Nominating Committee shall submit its recommendations to the General Assembly not less than twenty-four (24) hours before the scheduled election of the Officers and Directors.

(iv) Consent of Candidates

It shall be the duty of the Nominating Committee to obtain the consent in writing from prospective candidates before the nominations are presented to the General Assembly.

11. ELECTION OF THE BOARD OF DIRECTORS

(i) Scheduling

Election of the Officers and Directors shall be held during the quadrennial (4 year) General Assemblies.

(ii) Nominating Committee

The Nominating Committee shall be elected in accordance with the provisions of Section 10 herein.

(iii) Other Nominations

Nominations may also be made from the floor of the General Assembly not less than twenty-four (24) hours before the scheduled election of the Officers and Directors. Nominations from the floor of the General Assembly must be accompanied by a written declaration of support by three Full Members and the consent in writing from the candidate.

(iv) Balloting

Voting for the election of the Officers and Directors will be by secret ballot in accordance with the annexed First Schedule.

12. VOTING

(i) **Right to Vote**

Only Full Members in good standing have the right to vote in a General Assembly.

(ii) **Decisions of a General Assembly**

All decisions of a General Assembly shall be by a simple majority of votes with the exception of Section 21 of this Constitution.

(iii) **Proxy Votes in a General Assembly**

Proxy Votes may be cast in a General Assembly providing written authorization from the Full Member authorizing the assignment of the proxy is given to the Secretary not less than twenty four (24) hours prior to the casting of the vote. The written authorization may be sent electronically. A Full Member shall only assign a proxy to another Full Member.

(iv) **Limitations on Proxy Votes**

A Full Member shall not hold more than three (3) proxy votes in any election.

(v) **Prescribed Form**

The Board may prescribe the form that a proxy may be assigned from one Full Member to another.

(vi) **Decisions of the Board of Directors**

All decisions of the Board shall be by a simple majority of votes of the members attending the meeting in person or electronically. In the event that the offices of the Secretary and the Treasurer are held by one person that person shall only have one vote in decisions of the Board. In the event of a tie in voting the Chairman of the meeting shall have a second casting vote. Proxies are not permitted in votes of the Board of Directors.

(vii) **Multiple Caves**

Any individual Full Member, whose operation comprises more than one cave and has all the caves listed under one membership, shall only have one vote.

(viii) Voting by Mail

Voting by mail is permitted where expressly provided for in this Constitution.

13. THE BOARD OF DIRECTORS

(i) Composition

The Board of Directors (hereinafter “the Board”) shall consist of the following:-

- the President of the Association
- the First Vice President
- the Second Vice President
- the Secretary
- the Treasurer
- and ten Directors.

The same person may hold the offices of Secretary and Treasurer.

The Chairman of the Scientific and Technical Committee shall be an ex officio non-voting member of the Board.

(ii) Eligibility

To be eligible to serve as a member of the Board, with the exception of the Secretary, the Treasurer and the Chairman of the Scientific and Technical Committee, the member must hold a position of responsibility and/or involvement in the organization of a Full Member. Associate Members, who are elected as Directors, are exempt from this provision. Two of the ten positions of Director may be held by Associate Members.

(iii) Qualification

With the exception of the Secretary, the Treasurer, Associate Members elected as Directors and the Chairman of the Scientific and Technical Committee each member of the Board shall belong to a different country.

(iv) Vacancies

The remaining Board Members may fill any casual vacancy on the Board among the Officers and Directors by appointment of eligible and qualified members from amongst themselves or the Association at large.

(v) Chairman

All meetings of the Board shall be chaired by the President. In the event of the absence of the President a meeting shall be chaired by the First Vice President. In the event of the absence of the President and the First Vice President a meeting shall be chaired by the Second Vice President.

(vi) Quorum

A majority of the voting members of the Board shall constitute a quorum.

(vii) Form of Meetings

Meetings of the Board may be in the form of personal or electronic presence.

(viii) Scheduling of Meetings

Meetings of the Board shall be held at the call of the President or at the written request of five members of the Board.

(ix) Notice

A minimum of four weeks notice shall be given for a meeting of the Board.

(x) Venue

The venue of meetings of the Board shall be at such place as the Board may decide.

(xi) Discipline

The Board shall have the power to expel, suspend or otherwise discipline members of the Association for conduct detrimental to the welfare and interests of the Association.

(xii) Removal

An Officer or Director can be removed from office by a majority vote of the entire Full Members voting by mail. Such a vote shall be caused by a written petition signed by a minimum of twenty-five percent (25%) of the representatives of Full Members together with the grounds of the removal sent to the Secretary, the President or a Vice President. The Secretary, the President or Vice President shall send ballot papers to the Full Members not later than twenty (20) days after receiving such a petition and provide a minimum of thirty (30) days and a maximum of forty-five (45) days for ballots to be returned.

14. OFFICERS OF THE ASSOCIATION

(i) Composition

The Officers of the Association (hereinafter “the Officers”) shall consist of the following:-

- a President
- a First Vice President
- a Second Vice President
- a Secretary
- a Treasurer.

(ii) The President

The President shall be the Executive Officer of the Association and shall preside at all meetings of the Board and be an ex officio member of all Committees of the Association, with the exception of the Nominating Committee and the Audit Committee, and shall perform such other duties as ordinarily pertain to the office. The President shall submit a written report in full on the activity of the Association to each General Assembly of the Association.

(iii) The First Vice President

The First Vice President shall assist the President in discharging his/her duties and in the absence of the President shall perform the duties of the President.

(iv) The Second Vice President

The Second Vice President shall assist the President and the First Vice President in discharging their duties and in the absence of the President and the First Vice President shall perform the duties of the President and the First Vice President.

(v) The Secretary

The Secretary shall keep all minutes of all General Assemblies and meetings of the Board and give notices that are required to be given by the Association. The Secretary shall maintain a membership roll of all members of the Association. The Secretary shall perform such other duties as may pertain to the office or as may be delegated to the Secretary.

(vi) The Treasurer

The Treasurer shall collect and receive all money for the Association and shall deposit same in the name of the Association in an approved bank and shall, under the direction of the Board, disburse the funds of the Association. The Treasurer shall keep regular accounts and shall perform such other duties as may pertain to the office, or as may be delegated to the Treasurer.

(vii) Eligibility

All Officers are subject to the eligibility requirements provided in Sub-clause 13 (ii) herein during the term of their office.

15. CONFERENCES

(i) Scheduling

Subject to the sanction of the Board a Conference of the Association may be held preferably in the months of October and/or November two years after a Congress is held.

(ii) Sanction

Sanction for the holding of a Conference of the Association is at the discretion of the Board. Applications for sanction to hold a Conference shall be received by the Secretary not less than six (6) months before the proposed Conference is scheduled to commence.

(iii) Notice

A minimum of four (4) months notice of the holding of a Conference shall be given to the general membership of the Association before the commencement of a sanctioned Conference.

16. ISCA MEETINGS

(i) Scheduling

Subject to the sanction of the Board an ISCA Meeting may be held in the intervening year between a Congress and any Conference. Not more than one ISCA Meeting per year may be sanctioned. In the event that there is no Conference scheduled two years after a Congress then an ISCA Meeting may be held in the second year following a Congress.

(ii) Sanction

Sanction for the holding of an ISCA Meeting is at the discretion of the Board. Applications for sanction to hold an ISCA Meeting shall be received by the Secretary not less than six (6) months before the proposed ISCA Meeting is scheduled to commence. Applicants must be made by a Full Member of the Association.

(iii) Notice

A minimum of three (3) months notice of the holding of an ISCA Meeting shall be given to the general membership of the Association before the commencement of a sanctioned ISCA Meeting.

(iv) Purpose

The purpose of an ISCA Meeting will be to enable the applicant or applicants to present his/her/their cave or caves and the country and/or the region that it or they are located in and to further the Aims and Objectives of the Association.

17. SCIENTIFIC AND TECHNICAL COMMITTEE

A Scientific and Technical Committee shall be appointed by the Board as soon as possible after the election of the Board. The Scientific and Technical Committee of the Association shall consist of not less than three (3) persons. The Board shall designate a member of the appointed Scientific and Technical Committee to be the chairman of that committee. The Chairman of this Committee shall be an ex officio non-voting member of the Board. The

headquarters of the Scientific and Technical Committee shall be the headquarters of the Association.

18. THE ISCA LOGO

Provisions relating to the Association's logo are set out in the annexed Second Schedule.

19. LANGUAGE

The language of the Association shall be English. In the event that any document, including this constitution, is translated into another language the English version shall prevail in the event of a difference between the documents.

20. FINANCIAL YEAR

The financial year of the Association shall be from 1st January to 31st December in each year.

21. AMENDMENTS

This Constitution, including the Schedule, or Schedules, may be amended from time to time by a General Assembly subject to the requirement that any amendment must be approved by two-thirds of the Full Members of the Association. No amendment to the Constitution shall be considered by a General Assembly unless a minimum of ninety (90) days notice thereof shall have been given in writing to the members of the Association.

FIRST SCHEDULE

ELECTION OF OFFICERS AND DIRECTORS

TABLE OF CONTENTS

<u>Heading</u>	<u>Page</u>
1. PURPOSE	15
2. AUTHORITIES	15
(i) Scheduling	
(ii) Nominating Committee	
(iii) Nominations	
(iv) Qualification to Vote	
(v) Voting	
(vi) Proxy Votes	
(vii) Balloting	
(viii) Voting Delegates	
3. CHAIRMAN	16
4. SCRUTINEERS	16
5. ORDER OF THE VOTING	16
6. SUCCESSIVE CANDIDATURE OPTION	16
7. METHOD OF VOTING	17
(i) The President	
(ii) The Vice Presidents	
(iii) The Secretary	
(iv) The Treasurer	
(v) The Directors	
8. UNFILLED POSITIONS	22

FIRST SCHEDULE

ELECTION OF OFFICERS AND DIRECTORS

1. PURPOSE

Elections of the Officers and Directors of the International Show Caves Association shall be conducted in accordance with this Schedule of the Constitution.

2. AUTHORITIES

(i) Scheduling

Elections of the Officers and Directors of the Association shall take place during General Assemblies as provided in Section 11 of the Constitution.

(ii) Nominating Committee

A Nominating Committee shall be elected as provided in Section 10 of the Constitution.

(iii) Nominations

The Nominating Committee shall present a slate of the Officers and Directors to the General Membership as provided in Clause 10. (iii) of the Constitution. Nominations may also be made from the floor as provided in Clause 11. (iii) of the Constitution.

(iv) Qualification to Vote

The qualifications for voting are provided in Clause 12 (i) of the Constitution.

(v) Voting

Provisions for voting for the Officers and Directors are provided in Section 12 of the Constitution.

(vi) Proxy Votes

Provisions for proxy votes are provided in Section 12 of the Constitution.

(vii) Balloting

The voting for the Officers and Directors shall be by secret ballot as provided in Clause 11. (iv) of the Constitution.

(viii) Voting Delegates

The persons designated to cast the vote for a Full Member shall have identified themselves to the Secretary before the casting of votes as provided in Clause 9. (iii) of this Constitution.

3. CHAIRMAN

The Chairman of the General Assembly shall preside over the election of the Officers and Directors.

4. SCRUTINEERS

Prior to the commencement of the voting three Scrutineers shall be elected by the General Assembly. The Scrutineers shall be Full Members or Associate Members in good standing. The Scrutineers shall oversee the casting of ballots, reading out the individual cast ballots and tallying the results of the voting during the General Assembly.

5. ORDER OF THE VOTING

The balloting for the Officers and the Directors shall be carried out in the following order:

- a) President
- b) Vice Presidents
- c) Secretary
- d) Treasurer
- e) Directors.

6. SUCCESSIVE CANDIDATURE OPTION

An unsuccessful candidate for election as President or a Vice President may have his or her name added as a candidate for one of the remaining positions to be filled in the election. An unsuccessful candidate may only exercise this option once.

7. **METHOD OF VOTING**

(i) **The President**

- (a) The name of each nominated candidate shall be displayed listing the first name, the surname and the country of origin of the candidate.
- (b) In the event that there is only one candidate nominated the Scrutineers shall advise the General Assembly that the candidate is deemed elected.
- (c) If there is more than one candidate for the position each voting delegate will be issued a ballot paper for each vote he or she is entitled to cast and be required to cast a ballot or ballots showing only the surname of the candidate that they are voting for.
- (d) Ballots are to be cast in the order that the Scrutineers call out the names of the Full Members designated to vote.
- (e) After all the ballots have been cast the Scrutineers shall extract one ballot paper at a time from the ballot box and read out the surname appearing on the ballot paper.
- (f) If anything other than the surname of the candidate is written or drawn on the ballot paper that ballot paper shall be deemed to be spoilt and will not be included in the count. Decisions whether a ballot paper is spoilt, or does not clearly indicate the identity of the candidate being voted for, will be at the discretion of the Scrutineers.
- (g) The Scrutineers shall count the results and announce the total votes cast for each candidate and report the results to the General Assembly.
- (h) In the event of a tie for the most votes another ballot will be held until there is only one candidate with a greater number of votes cast for him or her.

(ii) **The Vice Presidents**

- (a) The name of each nominated candidate shall be displayed listing the first name, the surname and the country of origin of the candidates. If there is a candidate for election as Vice President from the same country as the elected President the candidate or

candidates for Vice President from that country shall be deemed to be withdrawn.

- (b) In the event that there are only two candidates nominated the Scrutineers shall advise the General Assembly that the candidates are deemed elected, The determination of the First Vice President and the Second Vice President to be by the toss of a coin.
- (c) If there are more than two candidates for the two positions of Vice President each voting delegate will be issued a ballot paper with two spaces and be required to cast a ballot showing the surname of not more than two candidates that they are voting for. The names of one or two candidates may be shown on the ballot paper.
- (d) Ballots are to be cast in the order that the Scrutineers call out the names of the Full Members designated to vote.
- (e) After all the ballots have been cast the Scrutineers shall extract one ballot paper at a time from the ballot box and read out the surnames appearing on the ballot paper.
- (f) If anything other than the surname of up to two candidates is written or drawn on the ballot paper that ballot paper shall be deemed to be spoilt and will not be included in the count. Decisions whether a ballot paper is spoilt, or does not clearly indicate the identity of the candidate or candidates being voted for, will be at the discretion of the Scrutineers.
- (g) The Scrutineers shall count the results and announce the total votes cast for each candidate and report the results to the General Assembly.
- (h) The candidate with the greatest number of votes shall be deemed to be elected as the First Vice President.
- (i) The candidate with the second greatest number of votes shall be deemed to be elected as the Second Vice President.
- (j) In the event of a tie in votes for the position of First Vice President another ballot will be held until there is only one candidate with a greater number of votes cast for him or her. The candidate or candidates with the next highest number of votes shall be deemed to be elected as the Second Vice President.

- (k) In the event of a tie in votes for the position of Second Vice President another ballot will be held until there is only one candidate with a greater number of votes cast for him or her.
- (l) In the event that there is more than one candidate from the same country elected for a position of Vice President the candidate or candidates with the lesser number of votes shall be deemed to be withdrawn.

(iii) The Secretary

- (a) The name of each nominated candidate shall be displayed listing the first name and the surname of the candidate.
- (b) In the event that there is only one candidate nominated the Scrutineers shall advise the General Assembly that the candidate is deemed elected.
- (c) If there is more than one candidate for the position each voting delegate will be issued a ballot paper for each vote he or she is entitled to cast and be required to cast a ballot or ballots showing only the surname of the candidate that they are voting for.
- (d) Ballots are to be cast in the order that the Scrutineers call out the names of the Full Members designated to vote.
- (e) After all the ballots have been cast the Scrutineers shall extract one ballot paper at a time from the ballot box and read out the surname appearing on the ballot paper.
- (f) If anything other than the surname of the candidate is written or drawn on the ballot paper that ballot paper shall be deemed to be spoilt and will not be included in the count. Decisions whether a ballot paper is spoilt, or does not clearly indicate the identity of the candidate being voted for, will be at the discretion of the Scrutineers.
- (g) The Scrutineers shall count the results and announce the total votes cast for each candidate and report the results to the General Assembly.
- (h) In the event of a tie for the most votes another ballot will be held until there is only one candidate with a greater number of votes cast for him or her.

(iv) The Treasurer

- (a) The name of each nominated candidate shall be displayed listing the first name and the surname of the candidate.
- (b) In the event that there is only one candidate nominated the Scrutineers shall advise the General Assembly that the candidate is deemed elected.
- (c) If there is more than one candidate for the position each voting delegate will be issued a ballot paper for each vote he or she is entitled to cast and be required to cast a ballot or ballots showing only the surname of the candidate that they are voting for.
- (d) Ballots are to be cast in the order that the Scrutineers call out the names of the Full Members designated to vote.
- (e) After all the ballots have been cast the Scrutineers shall extract one ballot paper at a time from the ballot box and read out the surname appearing on the ballot paper.
- (f) If anything other than the surname of the candidate is written or drawn on the ballot paper that ballot paper shall be deemed to be spoilt and will not be included in the count. Decisions whether a ballot paper is spoilt, or does not clearly indicate the identity of the candidate being voted for, will be at the discretion of the Scrutineers.
- (g) The Scrutineers shall count the results and announce the total votes cast for each candidate and report the results to the General Assembly.
- (h) In the event of a tie for the most votes another ballot will be held until there is only one candidate with a greater number of votes cast for him or her.

(v) The Directors

- (a) A candidate for election as an officer who has not been elected may have his or her name added as a candidate as a Director, provided that this right has not already been exercised, under the provisions of Clause 6 herein.
- (b) The name of each nominated candidate shall be displayed listing the first name, the surname and the country of origin of the candidates.

- (c) In the event there are only ten candidates or less nominated the Scrutineers shall advise the General Assembly that the candidates are deemed elected.
- (d) If there are more than ten candidates for the ten positions of Director each voting delegate will be issued a ballot paper with ten spaces and be required to cast a ballot showing only the surnames of the candidates that they are voting for. The names of one to ten candidates may be shown on the ballot paper.
- (e) Ballots are to be cast in the order that the Scrutineers call out the names of the Full Members designated to vote.
- (f) After all the ballots have been cast the Scrutineers shall extract one ballot paper at a time from the ballot box and read out the surnames of the candidates appearing on the ballot paper.
- (g) If anything other than the surnames of up to ten candidates is written or drawn on the ballot paper that ballot paper shall be deemed to be spoilt and will not be included in the count. Decisions whether a ballot paper is spoilt, or does not clearly indicate the identity of the candidates being voted for, will be at the discretion of the Scrutineers.
- (h) The Scrutineers shall count the results and announce the total votes for each candidate and report the results to the General Assembly.
- (i) In the event that there is more than one candidate from the same country of origin amongst the candidates the candidate or candidates with the lesser number of votes from that country shall be deemed to be withdrawn. In accordance with the provisions of Clause 13 (ii) Associate Members standing for election as a Director are exempt from this provision.
- (j) In the event of a tie in the number of votes for the tenth position of Director then another ballot will be held until there are only ten candidates with a greater number of votes than the other candidate or candidates.

8. UNFILLED POSITIONS

Any positions not filled during the General Assembly by election shall be deemed to be casual vacancies and may be filled as provided in Clause 13. (iv) of this Constitution.

SECOND SCHEDULE

THE ISCA LOGO

TABLE OF CONTENTS

<u>Heading</u>	<u>Page</u>
1. OBJECTIVE	24
2. GRAPHICS	24
3. COLOURING	24
4. OWNERSHIP	24
5. USE	24
(i) Full Members	
(ii) Non-Members	
6. CHARGE	25
(i) Full Members	
(ii) Non-Members	
7. ELECTRONIC FILE	25

SECOND SCHEDULE

THE ISCA LOGO

1. OBJECTIVE

The International Show Caves Association has developed and adopted a logo as a stylized graphic symbol of the organization. The objective of this Schedule is to make provision for this logo and its use.

2. GRAPHICS

The graphic representation of the logo is a stylized letter “C” in a triangular form with three replicas partially and progressively concealed behind and to the left of the fully exposed stylized letter.

3. COLOURING

The colouring of the logo is:

Fully exposed stylized letter	40%	Pantone 354 C
First partially concealed letter	60%	Pantone 354 C
Second partially concealed letter	80%	Pantone 354 C
Third partially concealed letter	100%	Pantone 354 C
Lettering below		Black.

4. OWNERSHIP

The stylized graphic symbol of the organization is owned by the International Show Caves Association.

5. USE

(i) Full Members

Full Members may use the logo without the grant of permission from the Board. Full Members are encouraged to use the logo in all of their printed material including but not limited to letterhead, publications, advertising, banners and flags.

(ii) Non-Members

Permission for Non-Members to use the logo may be given at the discretion of the Board. Such permission shall be conveyed in writing by the Secretary.

6. CHARGE

(i) Full Members

There is no charge made to Full Members for the use of the logo.

(ii) Non-Members

A charge for the use of the logo by Non-Members may be made at the discretion of the Board.

7. ELECTRONIC FILE

An electronic file of the logo shall be held by the Secretary for use by Full Members and authorized Non-Members.

THIRD SCHEDULE

AUDIT COMMITTEE

TABLE OF CONTENTS

<u>Heading</u>	<u>Page</u>
1. OBJECTIVE	27
2. COMPOSITION	27
3. APPOINTMENT	27
4. TERM	27
5. PRIMARY ROLE	27
6. TREASURER'S RESPONSIBILITY	27
7. CERTIFICATION	27

THIRD SCHEDULE

AUDIT COMMITTEE

1. OBJECTIVE

The role of the Audit Committee is to provide support for the Treasurer and serve as an auditor of the accounts of the International Show Caves Association.

2. COMPOSITION

The Audit Committee shall comprise two persons, who are either representatives of Full Members or Associate Members, in good standing.

3. APPOINTMENT

The two Members of the Audit Committee shall be appointed by the General Assembly during each Congress. Members of the Board of Directors are not eligible to serve on the Audit Committee.

4. TERM

The Members of the Audit Committee will serve at the pleasure of the General Assembly or until the end of the succeeding Congress.

5. VACANCIES

In the event of a vacancy occurring in the Audit Committee the Board may appoint an eligible representative of a Full Member or an Associate Member, in good standing, to fill the vacancy.

6. PRIMARY ROLE

The primary role of the Audit Committee is to serve as the Auditor for the International Show Caves Association.

7. TREASURER'S RESPONSIBILITY

The Treasurer shall make all of the accounts and draft statements of the Association available to the Members of the Audit Committee at least thirty (30) days before the beginning of a Congress.

8. CERTIFICATION

The Audit Committee shall, if they accept the draft statement, certify this as least seven (7) days before the beginning of a Congress. If the Audit Committee is not prepared to issue such certification, this must be communicated to the Board of Directors at least five (5) days before the beginning of a Congress.