



**Union Internationale
de Spéléologie**

www.uis-speleo.org

Internal Regulations

Adopted by the

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INTERNAL REGULATIONS OF THE UIS

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ARTICLE 1

Purposes of the Internal Regulations

The principal purpose of these **Internal Regulations** is to complement the UIS **Statutes** by establishing the detailed procedures, standards, and obligations of the UIS Bureau and those the Bureau assigns to perform duties for the UIS.

ARTICLE 2

Official documents of the UIS

The official documents of the UIS include the:

- 1) *Statutes*;
- 2) *Internal Regulations*;
- 3) *Code of Ethics*;
- 4) *Voting Procedures and Guidelines for the UIS General Assembly*;
- 5) *UIS Symbols Flag and Anthem Guide*;
- 6) *Visual Identity Guide*;
- 7) *Instructions and General Recommendations for Organizers of International Congresses of Speleology*;
- 8) *Internet Facilities Guidelines*;
- 9) *Speleological Event Support Guidelines*;
- 10) *Agreements signed with other organizations*.

ARTICLE 3

General Assembly meetings

1. Regular meetings

a. Schedule

Regular General Assembly meetings occur in two sessions at each International Congress of Speleology. The first or opening session occurs on the first day of the Congress and the second or closing session occurs on the last day of the Congress. In general, the purpose of the first session is to report business since the last Congress and introduce business for consideration by the Delegates during the week of the Congress. The first session will also include the election of new and reinstated Member Countries. The general purpose of the second session is to hear reports on activities and business that occurred during the week of the Congress and to make decisions requiring voting, which at a minimum are: acceptance of the auditors' report on the UIS' finances, election of the country that will host the next Congress, and election of the new Bureau. Additional decisions commonly voted on include, but are not limited to the approval of new or revised UIS documents. The elections for the next Congress and Bureau should be the last topics voted on by the General Assembly, and voted on in that order.

b. Selection of adjudicators

During the first session of the General Assembly, the Assembly must elect two adjudicators who will count and verify voting by the Assembly; the Bureau

will count and verify the vote that elects the adjudicators. The adjudicators are recommended by the Bureau and must not be Delegates. UIS adjudicators are typically past officers of the Bureau because they are familiar with UIS procedures, but this is only recommended and not required.

2. Extraordinary meetings

a. Definition

Extraordinary General Assembly meetings can be called by the UIS Bureau or not less than one third of the Member Countries of the UIS between Regular General Assembly meetings as defined in UIS **Statutes Article 7(c)**. They are called when waiting until a Regular General Assembly meeting is not in the best interest of the UIS.

b. Convocation

Extraordinary General Assembly meetings may be convened as physical or electronic meetings. If they are physically convened, they are conducted under the same procedures and rules as Regular General Assembly meetings. If they are convened electronically, they also follow the same general rules except that they follow the rules for electronic voting as described in **Voting Procedures and Guidelines for the UIS General Assembly**.

The agenda of the Extraordinary General Assembly meeting is established by the Bureau. The President is the person responsible for writing a letter to all of the Delegates justifying the need to convene the Extraordinary General Assembly meeting.

The Secretary General sends the President's letter by e-mail, together with the agenda for the analysis and vote, to all the Delegates and Substitute Delegates of any Member Country of the UIS in good standing with the treasury of the UIS as a first convocation of the Assembly (use of "Delegate" in these **Internal Regulations** implies the Substitute Delegate if the Delegate is not available). This letter should be accompanied with a request to confirm receipt.

3. Voting

Procedures for voting at Regular and Extraordinary General Assembly meetings are defined in the UIS document **Voting Procedures and Guidelines for the UIS General Assembly**.

ARTICLE 4

UIS Bureau

1. Bureau Responsibilities and Power

a. The UIS Bureau is responsible for:

I. Analyzing, approving, or disapproving new organizations as Associated, Affiliated, or Cooperating Organizations. These analyses must be made at Bureau meetings.

II. Defining the policies for publicizing the UIS.

III. Defining the policies governing UIS Internet facilities.

IV. Proposing new UIS Honorary Bureau Members, but it is necessary for those candidates to be approved by the General Assembly.

V. Copying to the respective country's Delegate all official letters to a national federation and/or society of a Member Country.

VI. Requesting three detailed reports each year from the Organizing Committee of each International Congress of Speleology for the archives of the UIS and for evaluating the Organizing Committee's progress. The Bureau may request more reports if it believes more information is necessary.

VII. Collaborating constructively with the Organizing Committee of every International Congress of Speleology to establish the Congress program. The Bureau will supply a copy of the *[Instructions and General Recommendations for Organizers of International Congresses of Speleology](#)*, to each Organizing Committee. If the elected country is unable or potentially unable to successfully host the Congress, the Bureau has the right and duty to convene an Extraordinary General Assembly meeting to review the situation and possibly change the country responsible for the Congress.

b. Conduct of UIS Bureau meetings:

I. A Bureau meeting requires the participation of at least five members for a quorum, otherwise Bureau members present may discuss UIS business but cannot make any decisions.

II. All Bureau decisions can be approved by a simple majority of the Bureau members present at a meeting. The President will cast the deciding vote in the case of a tie.

III. The Bureau may hold discussions, conduct business, and make decisions by e-mail between Bureau meetings. For such business to be valid, all Bureau members must be copied on the messages. Any Bureau member may make a motion for a vote by e-mail or other electronic voting method, sending the motion to all Bureau members and providing a reasonable date and time (set to Greenwich Mean Time) by which the Bureau members must respond for their votes to be counted. The motion is considered a "yes" vote and the first supporting response is also considered a "yes" vote and a second to the motion. A decision is valid once the Secretary General has tallied the votes after the deadline and those results are confirmed by the President and reported to the Bureau. As with regular Bureau meetings, a simple majority is needed for a motion to pass and at least five members of the Bureau must participate.

IV. The Bureau may hold open and closed meetings, including discussions by email. As much as possible, meetings should be open. Open meetings can be attended by any member of the UIS or any person interested in UIS affairs. Closed meetings include only the currently

elected members of the Bureau and can be called by any Bureau member. A simple majority vote of the Bureau can refer a topic to an open meeting. During meetings where Bureau members are physically present, all topics for the closed portion of the meeting should be scheduled for one closed session.

c. Conclusion of Bureau membership:

At the end of a Bureau member's term in office, all UIS documents, finances, and property in the member's possession must be transferred to the Secretary General of the new Bureau

2. Bureau Members

The Bureau consists of 12 elected members. Five members are the officers, as defined in the UIS statutes: President, Vice President of Administration, Vice President of Operations, Secretary General, and Treasurer. The remaining seven are Adjunct Secretaries. The Bureau also includes invited and honorary members, but their role is primarily advisory and supportive and they do not make decisions for the Bureau or officially represent the UIS.

President's Responsibilities and Powers

The President:

I. is, with the Secretary General, responsible for the function of the UIS Bureau between sessions of the General Assembly;

II. presides at all meetings of the Bureau and the General Assembly;

III. represents the UIS in all situations where it appears as an international organization;

IV. raises the profile of the UIS among speleologists, publicizes the work of the UIS, and generally carries out any publicity policy set by the Bureau;

V. advises the members of the Bureau and ensures that the work of the Bureau and Secretary General are in agreement with the directives of the General Assembly;

VI. designates UIS representatives for any event at which they will not be present;

VII. oversees the use of UIS funds after the approval by the Bureau;

VIII. presents a report of the activities of the UIS at every General Assembly meeting;

IX. coordinates the selection of two auditors by the General Assembly to verify the financial report of the Treasurer; these auditors must be from countries other than that where the Treasurer resides; and

X. sends copies of all of the President's signed formal UIS correspondence to the Secretary General.

Secretary General's Responsibilities and Powers

The Secretary General:

I. is responsible for the functioning of the Bureau in relation to all technical affairs, as well as the

execution of actions determined by the Bureau;

II. represents the UIS at all events with official support of the UIS whenever both the President and the Vice-Presidents cannot be present, without the need for a special request by the President;

III. reports the minutes of the meetings of the Bureau and of the General Assembly;

IV. within 30 days after a Bureau meeting, sends the minutes of each meeting of the Bureau to all Bureau members;

V. within 90 days after a General Assembly meeting, makes the minutes of the meeting public so that necessary actions can be taken and information about the UIS is available;

VI. within the same 30 and 90 day time limits, sends the minutes or other documents to the Website Manager for inclusion on the UIS website;

VII. preserves the essential documents of the UIS and passes them on to the next Secretary General (these documents include principally protocols and agreements, minutes, reports, files, and accounts);

VIII. sends a copy of all new documents at the end of each 4-year term of office to the archives of the UIS at the UIS headquarters at the Karst Research Institute in Slovenia;

IX. maintains contact with all representatives of the Member Countries of the UIS through the website, and by e-mail when rapid notification is necessary and/or the website is not operating, and with national or regional groups, scientific societies, institutes and research centers, as well as isolated researchers and international organizations;

X. coordinates the distribution of information of general interest which they receive or that they solicit from correspondents;

XI. submits a report, at the beginning of each International Congress, summarizing their activities to the General Assembly, and an analysis of the existing problems and solutions proposed by the Bureau; and

XII. sends copies of all formal correspondence, which is of general interest to the UIS, to the President.

Vice-Presidents' Responsibilities and Powers

The Vice-Presidents:

I. serve as the UIS President on the President's written request or in the case that the President is not able to carry out his duties, and report on all their activities on the President's behalf in detail to the President;

II. assist the President when requested and collaborate with the Secretary General whenever necessary;

III. represent the UIS at all UIS-supported events whenever the President cannot be present;

IV. should encourage and regulate the commissions and other internal organizations of the UIS and

receive regular reports of their activities;

V. regularly exchange information with the President and the Secretary General, keeping them informed of their actions; and

VI. send copies of all formal correspondence signed by them to the President and Secretary General.

The additional responsibilities and powers of the Vice-President of Administration are to:

I. coordinate and communicate with the Organizing Committee of each International Congress of Speleology and other international meetings supported by the UIS in the establishment of their programs;

II. coordinate and communicate with the UIS Commissions and other internal UIS organizations to ensure that all groups are active, productive, reporting their results to the Bureau on a regular basis, and publishing their results as available;

III. assist and rehabilitate International Congress Organizing Committees and UIS internal organizations as needed;

IV. recommend to the Bureau that Organizing Committees and UIS internal organizations continue to be supported by the UIS or be disbanded if they are inactive or not functioning in a way that supports the goals and standards of the UIS; and

V. assign, if the position is vacant, a Librarian for the Documentation Center of the UIS and communicate with that person on a regular basis to insure the Center is active, functioning properly, and that it meets the needs and purposes of the UIS.

The additional responsibilities and powers of the Vice-President of Operations are to:

I. assign, if the position is vacant, a person as Social Media Manager to coordinate and maintain the UIS website and other social media, and communicate with that person on a regular basis to ensure the website is active, productive, up-to-date, easy to use, informative, and reflects the goals and standards of the UIS;

II. assign, if the position is vacant, a person as Social Media Editor to review the UIS website and other social media for accuracy, clarity, and ease of use, and to make recommendations for improvement as needed to the Social Media Manager;

III. assign, if the position is vacant, a person as Technical Manager to attend to the technical aspects of the UIS Internet facilities, and communicate with that person on a regular basis to ensure the facilities are properly operational and secure;

IV. assign, if the position is vacant, a person as Chief Editor of the UIS Bulletin who will be responsible for its publication and distribution, and communicate with that person on a regular basis to ensure the Bulletin is produced and distributed on time, within its budget, and is professional in appearance, informative, and reflects the goals and standards of the UIS;

V. assign, if the position is vacant, a person as Chief Editor of the International Journal of Speleology who will be responsible for its publication and distribution, and communicate with that person on a regular basis to insure the Journal is produced and distributed on time and within its budget, maintains a high professional international standard in appearance, content, and scientific recognition, and reflects the goals and standards of the UIS;

VI. regularly review the content of all UIS printed and electronic publications, including the website, and coordinate as needed with the President and Secretary General on their policy and content; and

VII. replace any person in an assigned publication or Internet position, following consultation and approval by the President and Secretary General, if the person is not able or willing to perform their assignment or in a manner consistent with UIS goals and standards.

Treasurer's Responsibilities and Powers

The Treasurer:

I. is authorized to receive, manage and delegate the finances of the UIS;

II. preserves the essential financial documents of the UIS and must pass these documents on to the successor Treasurer. These documents include but are not limited to bank statements, accounting of all income and expenses, audits, records of payment status of Member Countries and Affiliated Organizations;

III. makes all deposits and issues all payments for the UIS, and maintains all financial records;

IV. is authorized to make individual payments of up to 500 Euros, or a total of 1,000 Euros total per year, for the UIS' general administrative needs without prior approval of the Executive Committee or the Bureau;

V. submits an annual report of all UIS finances to the Bureau for review and approval;

VI. contracts for an annual independent audit of all of the financial records;

VII. sends a copy of all new financial documentation at the end of each term of office to the archives of the UIS at the UIS headquarters at the Karst Research Institute in Slovenia;

VIII. maintains contact with all representatives of the Member Countries and Associated, Affiliated, and Cooperating Organizations of the UIS and notifies them when fees or other payments to the UIS are due; and

IX. at the beginning of each International Congress, submits a financial report to the General Assembly.

Adjunct Secretaries' Responsibilities and Powers

The Adjunct Secretaries:

I. serve as voting members of the UIS Bureau

and are the primary people consulted by the UIS officers on UIS issues and decisions;

II. represent the UIS at all events with the official support of the UIS, either in their country or in any country of their region, whenever one of the officers cannot be present, even without any special request by the President;

III. should assist the officers as requested in all activities of interest to the UIS;

IV. should regularly exchange information with the President and Secretary General, keeping them informed of their actions;

V. will each accept responsibility for at least one project, activity, or goal for their term of office that is important or significantly beneficial to the UIS; and

VI. must provide a detailed report to the Bureau on their activities since the last International Congress of Speleology to a short time before the beginning of the next International Congress of Speleology.

Loss and Removal of Bureau members

The UIS Bureau may lose members by resignation, death, and removal. Bureau members may voluntarily resign when they find themselves unable to perform their duties. Resignations become effective upon receipt of a resignation letter by the UIS President from the resigning member, or a later date stated in the letter.

Removal of a Bureau member requires a minimum two-thirds majority vote of the Bureau. The Bureau has the right to remove any member for any of the following reasons:

I. the member illegally used UIS funds or property;

II. the member demonstrated repeated malfeasance in UIS decisions, representation, and use of UIS funds and property;

III. the member violated and/or behaved contrary to the UIS *Statutes*, *Code of Ethics*, and/or other standards of the UIS;

IV. the member misrepresented the UIS; or

V. the member's conduct does not follow generally accepted professional behavior.

If the lost or removed Bureau member is an officer, the Bureau by simple majority vote must immediately elect a replacement to that office from the remaining Bureau officers. That officer's position will be filled by an Adjunct Secretary elected to the position by a simple majority vote. The Bureau may decide to fill the remaining time period of that Adjunct Secretary's position by the election of an Invited Adjunct Secretary or by calling an Extraordinary General Assembly to elect an Adjunct Secretary. In such a case, preference should be given to invite an Adjunct Secretary from the country of origin for the lost Bureau member; the Bureau should request recommendations from that country's Delegate. The Bureau has

the discretion to not fill a vacant Adjunct Secretary position, especially if little time is left in the term.

Invited Adjunct Secretaries' Responsibilities and Powers

The Bureau, by simple majority vote, may appoint people from Member Countries not represented on the Bureau to serve as Invited Adjunct Secretaries. These members have all of the rights, duties, and privileges of Adjunct Secretaries, except they cannot vote. The Bureau will elect Invited Adjunct Secretaries for the following reasons:

I. to fill an elected Bureau position that is vacant due to illness, death, resignation, or removal of a Bureau member elected by the General Assembly;

II. if needed, to create a representative from the Bureau in the country which maintains the UIS bank account to serve as UIS Treasurer, in the event the General Assembly does not elect a Bureau member from that country;

III. to create a representative from the Bureau in the country which will host the upcoming International Congress of Speleology, in the event the General Assembly does not elect a Bureau member from that country; or

IV. to fulfill other needs of the UIS, as deemed necessary, which are not met by other elected and non-elected offices of the UIS.

Honorary Bureau Members' Responsibilities and Powers

Honorary Members of the Bureau (excluding past Presidents) are recommended by the Bureau, based on their contributions to the development of speleology, and are appointed by the General Assembly. The Honorary Members have the right to be heard at meetings and thus serve as advisors to the Bureau, but they do not have the right to vote. Honorary Bureau members do not need to be former Bureau members. Past Presidents are normally included as Honorary Members of the Bureau.

Honorary Presidents' Responsibilities and Powers

Honorary Presidents are appointed by the General Assembly. The Honorary Presidents have the right to be heard at meetings and thus serve as advisors to the Bureau, but they do not have the right to vote.

3. Executive Committee

The Executive Committee is comprised by the five officers of the UIS: President, Vice President of Administration, Vice President of Operations, Secretary General, and Treasurer. The purpose of the Executive Committee is to handle general business and planning that does not require the full Bureau. The Executive Committee:

a. should meet at least once before each Bu-

reau meeting to set the agenda and prepare for a more efficient and effective meeting, and at other times in person or remotely as needed;

b. can make decisions for the Bureau on minor matters as they deem appropriate, but must report their decisions and activities at least annually to the full Bureau;

c. may authorize the Treasurer to make individual payments of up to 2,000 Euros, or a total of 5,000 Euros total per year, without prior approval of the full Bureau;

ARTICLE 5

Advisory Committee

The Advisory Committee consists of a minimum of five members invited by the Bureau, although they do not actually belong to the elected Bureau. The members of the Advisory Committee:

1. are asked by the Bureau to give their opinions about important Bureau decisions;

2. can participate in the meetings of the Bureau and have the right to be heard, but have no vote;

3. are available to advise UIS Commissions and other internal organizations;

4. select one Advisory Committee member to present the committee's activity report during the first session of the Regular General Assembly meetings;

5. are automatically relieved of their duties upon termination of the term of the Bureau which appointed them; and

6. can be invited to serve as members of Advisory Committees for subsequent Bureaus.

ARTICLE 6

Member Countries

1. Definition

A Member Country is a region legally identified as a distinct political geographic entity as reported by the United Nations list of countries. The Bureau may accept exceptions from this rule, which must be endorsed by the General Assembly, in order to consider unique or exceptional situations. Any country where speleology is practiced, whatever its level of development, can apply to join the UIS. The acceptance of a new Member Country is ratified by the General Assembly.

2. Membership requirements

A new country can be admitted into the UIS by making a formal request which must include the following:

a. a request to join the UIS on letterhead of the organization making the request and sent in paper or digital form to the Secretary General of the UIS;

b. the name of the legally registered organization with that country, which must have a registered address, submitting the request on behalf of the country;

c. information about the organization and data and publications showing that it is representative of speleology in the country; letters of support from Delegates of UIS Member Countries in good standing may also be submitted;

d. the names and addresses of the Delegates who will represent the country in the UIS and participate in the General Assembly meetings;

e. full payment of the first annual fee at or prior to the upcoming ICS ([see Section 3, Membership fees, below](#));

f. payment of fees before the General Assembly votes to accept or reinstate a Member Country (if the country is not accepted into the UIS, the fees will be returned after the General Assembly meeting); and

g. a statement that the organization will respect the UIS [Statutes](#), [Code of Ethics](#), and other standards, and that it and its Delegates represent all people interested in speleology in the country, and not just the representative organization.

The Bureau will review all membership applications and if they are found acceptable the Bureau will recommend them to the General Assembly for approval.

If more than one national speleological organization wants to represent its country in the UIS, then all such organizations need to come to an agreement on how the country will be represented and who the Delegates will be, and each organization must sign the letter of formal request. Until an agreement is reached by the national organizations, the country will not be allowed to join the UIS. If the country is already a UIS member, the country will not have the right to vote in UIS decisions until an agreement between the national organizations is final. The UIS will not be involved in the internal negotiations or activities of the organizations. However, the UIS has the right to not recognize organizations if their activities, structure, or that of their representatives, are contrary to the [Statutes](#), [Code of Ethics](#), and other standards of the UIS, or those of generally accepted professional behavior, or which misrepresent the UIS.

Once a new Member Country is formally accepted, the Secretary General of the UIS must communicate this fact in the UIS Bulletin and on the web site, and send the new Delegates a copy of all of the official documents of the UIS. The Delegates of the Member Country will be sent the UIS logo for use by that country's speleological organizations to show affiliation with the UIS. The logo can only be used by the national organization or organizations which represent the Member Country, and those organizations must follow the conditions of the [UIS Visual Identity Guide](#) and [Speleological Event Support Guidelines](#).

3. Membership fees

The annual fees each Member Country must

pay to the UIS are determined by the country's membership category, which are:

a. Category A: the Member Country has 2,000 speleologists or more in the national organization or organizations that represent the country to the UIS;

b. Category B: the Member Country has at least 1,000 but fewer than 2,000 speleologists in the national organization or organizations that represent the country to the UIS;

c. Category C: the Member Country has at least 100 but fewer than 1,000 speleologists in the national organization or organizations that represent the country to the UIS;

d. Category D: the Member Country has less than 100 speleologists in the national organization or organizations that represent the country to the UIS.

The UIS Bureau will propose the annual fees and list them in the UIS Bulletin and website after approval by the General Assembly. If the fees are not paid for more than four years, the Member Country will lose its membership in the UIS ([see Section 4, Membership Revocation, below](#)). The UIS Bureau may reduce or waive the fee of a Member Country if the Member Country makes a written request describing the reasons why it is having difficulties making its payments and how long those difficulties are expected to continue. All fee payments and related communications are conducted between the UIS Treasurer and the Member Countries.

4. Membership revocation

A Member Country may be removed from the UIS for any of the following reasons:

a. it fails to communicate for more than four years when contacted by the UIS Bureau or its representatives;

b. it does not pay its fees for more than four years;

c. it is represented by one organization and that organization violates and/or behaves contrary to the UIS Statutes, Code of Ethics, and other standards of the UIS;

d. it misrepresents the UIS; or

e. its general conduct does not follow generally accepted professional behavior.

If membership is threatened, the UIS Bureau will first generally work with the Member Country to try to resolve the problem. If the Bureau is not able to find a solution, the country may be removed from the UIS by a vote of the General Assembly following a recommendation by the Bureau.

If membership is revoked, the Member Country may immediately apply for reinstatement by a different national organization from that country along with payment for all unpaid fees. If the unpaid fees cannot be paid at that time, the national organization must

wait until the next International Congress to reapply, at which time past unpaid fees will not be owed unless reinstatement is requested by the national organization that developed the debt.

5. Delegates

National Delegates represent all speleology in their respective countries at the General Assembly, not just certain organizations or clubs. The Delegates participate in and vote on behalf of their countries at the General Assembly meeting of the UIS (if the Delegates cannot attend the General Assembly meeting, a Voting Delegate may be appointed for voting only at that meeting by a letter from the National Organization to the Secretary General that identifies that Voting Member). Delegates may also perform the following tasks if appointed by the national organization(s) representing their countries or if those organizations are not able to perform these tasks:

- a. serve as the point-of-contact for speleological information about their countries;
- b. exchange of information between the UIS (Bureau, Commissions, and other internal organizations) and the organized speleological groups of their respective countries;
- c. ensure the payment of the annual fees of their countries to the Treasurer of the UIS;
- d. circulate documents, circulars, and electronic messages sent by the President and/or Secretary General to the speleological community in their respective countries;
- e. represent the UIS at speleological events in their countries, respecting the directions and decisions of the UIS as reported by the UIS President;
- f. collaborate in updating of the Karst Information Portal and Speleological Bibliographical Bulletin by sending digital copies of their publications for posting; and
- g. participate in the meetings of the Bureau, but without the right to vote.

The UIS Bureau has the right to reject a Member Country's Delegate for any of the following reasons:

- a. the Delegate violates and/or behaves contrary to the UIS *Statutes*, *Code of Ethics*, and other standards of the UIS;
- b. the Delegate misrepresents the UIS; or
- c. the Delegate's conduct does not follow generally accepted professional behavior.

At such a time, the Member Country may immediately propose a new Delegate following the conditions stated above in this Article.

ARTICLE 7

Associated Speleological Organizations

Associated Speleological Organizations are international speleological organizations composed of

at least three national organizations within a defined geographic region that represent individual speleologists or speleological organizations. These international organizations may request association with the UIS on their stationary in letters containing the name of the organization, data about the organization's origin, goals, membership and activities, and a statement that the organization supports the goals and *Code of Ethics* of the UIS. An official representative must be indicated, the letter must be sent to the President or the Secretary General of the UIS. Acceptance follows a majority vote by the UIS Bureau and is in effect at that time, but requires ratification by the next General Assembly.

Associated Speleological Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General Assembly meetings of the UIS and open UIS Bureau meetings with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to participate in the open meetings of the Associated Speleological Organizations with the right to be heard, but without the right to vote.

The establishment of new Associated Speleological Organizations will be communicated by the Secretary General of the UIS in the UIS Bulletin and on the UIS website. The Associated Speleological Organizations will communicate their association with the UIS to their members through their publications and websites. Copies of all official documents of the UIS and the Associated Speleological Organization will be exchanged between the organizations.

An Associated Speleological Organization may lose its association with the UIS for any of the following reasons:

1. it fails to communicate for more than five years when contacted by the UIS Bureau or its representatives;
2. it violates and/or behaves contrary to the UIS *Statutes*, *Code of Ethics*, and other standards of the UIS;
3. it misrepresents the UIS; or
4. its general conduct does not follow generally accepted professional behavior.

If association with the UIS is threatened, the UIS Bureau will generally work with the Associated Speleological Organization to try and resolve the problem. If the Bureau is not able to find a solution, the organization's association with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau. The UIS will not be involved in disputes within the organizations or between Associated Speleological Organizations.

ARTICLE 8

Cooperating Organizations

Cooperating Organizations are non-profit organizations whose work fully or partly supports speleology and the goals of the UIS. Cooperating Organizations work in partnership with the UIS on mutually beneficial activities, especially where one organization has expertise or abilities the other lacks. Neither organization pays fees to the other for this cooperating status.

Requests for Cooperating Organization status require a formal statement requesting cooperating status with the UIS. This request must be printed on the organization's letterhead containing the name of the organization, and must be sent to the President or the Secretary General of the UIS. Provisional acceptance follows a majority vote by the UIS Bureau and all rights and obligations of the organization go into effect at that time; full acceptance requires ratification by the next General Assembly, which has the right to support or reject the Bureau's decision. The request must contain data about the organization and a brief account about its interest and activities in speleology and the UIS. An official representative must be identified by name and address, and the organization must agree to respect the *Statutes* and standards of the UIS once cooperating status is approved.

The acceptance of new Cooperating Organizations will be communicated by the Secretary General of the UIS in the UIS Bulletin, and on the website, and copies of all official documents of the UIS will be sent to the official representative of the organization.

Cooperating Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General Assembly meetings of the UIS and open UIS Bureau meetings with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to participate in the open meetings of the Cooperating Organizations with the right to be heard, but without the right to vote.

Each Cooperating Organization will publish information about the UIS in their respective publications and has the right to non-commercial use of the UIS logo on their documents to show their affiliation to the UIS.

A Cooperating Organization may lose its association with the UIS for any of the following reasons:

1. it fails to communicate for more than five years when contacted by the UIS Bureau or its representatives;
2. it violates and/or behaves contrary to the UIS *Statutes*, *Code of Ethics*, and other standards of the UIS;
3. it misrepresents the UIS; or

4. its general conduct does not follow generally accepted professional behavior.

If association with the UIS is threatened, the UIS Bureau will generally work with the Cooperating Organization to try and resolve the problem. If the Bureau is not able to find a solution, the organization's association with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau.

ARTICLE 9

Affiliated Organizations

Affiliated Organizations include private companies and public agencies that support the goals of the UIS. Their affiliations are intended to provide moral and monetary support to the UIS, as well to facilitate partnerships for mutually beneficial projects and activities.

Each Affiliated Organization will pay an annual affiliation fee to the UIS. The fee will be negotiated between the UIS Bureau and the candidate Affiliated Organization, and at a minimum the fee must equal the fee for Category C Member Countries of the UIS. At the discretion of the UIS Bureau, an Affiliated Organization that provides the UIS with its offices or other major service does not need to pay the annual fee.

For the affiliation of a new organization, a formal statement requesting affiliation with the UIS is required. This request must be printed on the organization's letterhead containing the name of the organization, and must be sent to the President or the Secretary General of the UIS. Provisional acceptance follows a majority vote by the UIS Bureau and all rights and obligations of the organization go into effect at that time; full acceptance requires ratification by the next General Assembly, which has the right to support or reject the Bureau's decision. The request must contain data about the organization and a brief account about its interest and activities in speleology and the UIS. An official representative must be identified by name and address, and the organization must agree to respect the *Statutes* and standards of the UIS, as well as to pay the annual fees once affiliation is approved.

The affiliation of new organizations will be communicated by the Secretary General of the UIS in the UIS Bulletin, and on the website, and copies of all official documents of the UIS will be sent to the official representative of the organization.

Affiliated Organizations should appoint a representative to the UIS who will serve as the point-of-contact for communications and the exchange of information. The representative must be identified by name and address in a letter from the organization to the Secretary General, and has the right to participate in the General Assembly and Bureau meetings of the UIS, with the right to be heard, but without the right to vote. Members of the UIS Bureau have the right to

participate in the open meetings of the Affiliated Organizations with the right to be heard, but without the right to vote.

Each Affiliated Organization will publish information about the UIS in their respective publications and has the right to non-commercial use of the UIS logo on their documents to show their affiliation to the UIS.

An Affiliated Organization may lose its affiliation with the UIS for any of the following reasons:

1. it does not pay its annual fees for more than two consecutive years;
2. it violates and/or behaves contrary to the UIS Statutes, Code of Ethics, and other standards of the UIS;
3. it misrepresents the UIS; or
4. its general conduct does not follow generally accepted professional behavior.

If affiliation is terminated for lack of fee payment, the organization may reapply for affiliation. If affiliation is threatened for the other above reasons, the UIS Bureau will generally work with the Affiliated Organization to resolve the problem. If the Bureau is not able to find a solution, the organization's affiliation with the UIS may be terminated by a vote of the General Assembly following a recommendation by the Bureau. Fees are not refunded if the UIS terminates a membership.

ARTICLE 10

Commissions

1. Definition

Commissions are internal organization of the UIS which are organized to study, collaborate, or other work on some specific aspect of speleology with experts and interested parties from around the world. They are defined in Article 9 of the UIS Statutes.

2. Creation

Any speleologist or group of speleologists interested in creating or reestablishing a UIS Commission must do the following:

- a. develop a dialogue among speleologists in multiple countries to determine if there is enough interest in the topic in forming such a Commission;
- b. contact the Organizing Committee of the next International Congress of Speleology to schedule a room where the proposed Commission can meet, and advertise the meeting and proposed Commission's interest broadly;
- c. attend (by one representative of the proposed Commission) the first General Assembly meeting at the Congress to present the intention of possibly creating a new Commission;
- d. meet during the Congress and define the proposed Commission's purpose, goals, and officers for the next four years until the next congress (it is recommended that the officers represent multiple

countries);

- e. attend (by one representative of the proposed Commission) the second General Assembly meeting at the Congress to present the proposed Commission's purpose, goals, and officers, and request approval as a UIS Commission, at which time the General Assembly will vote on the request.

The organization of the proposed Commission's membership, goals, and activities is decided by the members of the proposed Commission. The UIS Vice President of Administration should be consulted by the proposed Commission throughout this process for guidance.

3. Responsibilities

The President of each Commission is responsible for its activities. The President or the person designated by the President must:

- a. coordinate general activities and questions with the UIS Vice President of Administration;
- b. present an oral report of the activities of the Commission at each General Assembly meeting of the UIS;
- c. submit a written report of the activities of the Commission following each General Assembly meeting of the UIS for publication in the UIS Bulletin and documentation in the UIS archives;
- d. submit a written report of the activities of the Commission whenever requested by the Bureau;
- e. send scientific reports or papers produced by the Commission to the UIS Secretary General, Documentation Center, website, and the Karst Information Portal;
- f. reply in a timely fashion to communications sent by the members of the UIS Bureau or other people interested in the Commission's activities;
- g. communicate and promote cooperation internationally with people who are interested in the topics of the Commission; and
- h. submit information about the Commission directly to the UIS Website Manager to update the UIS website.

Presidents are encouraged to delegate these and other responsibilities to their members for greater effectiveness.

Commissions generally make decisions on a consensus basis, but if formal votes are deemed necessary, they should be based on one vote per individual member who is actively participating.

If a Commission has difficulty organizing an activity in a Member Country and wants the assistance of the UIS Bureau, it should inform the Union's Vice President of Administration who will work with the Secretary General to contact the Member Country to find a solution to the opposition.

Each Commission is encouraged to develop a

website and post it through the UIS website. The UIS Bureau will provide financial support to the Commissions when possible, and the Vice President of Administration will notify the Commissions when funds are available and how to apply for the funds.

4. Deactivation

UIS Commissions may deactivate for any of the following reasons:

- a. its purpose is complete and no further work is expected;
- b. the members are no longer active or able to work on its goals;
- c. its purpose is duplicated by another UIS Commission and the members have agreed to join the other Commission.

If the work is complete, deactivation should follow a presentation of the results to the General Assembly and publication of the results in the UIS Bulletin. If deactivation occurs for the other reasons, a written notification should be given to the Vice President of Administration that explains the decision, circumstances, and any recommendations. The UIS Bureau may require a Commission to deactivate, reorganize, or select new officers if the responsibilities in Section 3 of this Article are not met.

ARTICLE 11

UIS Bulletin

The UIS Bulletin is the official publication for publicizing the activities of the UIS and the state of the art of international speleology.

The UIS Bulletin will be published twice a year, but this frequency can be increased if deemed necessary.

The publishing, printing and distribution of the UIS Bulletin is conducted under the direction of the UIS Vice-President of Operations.

The UIS Bulletin will be primarily distributed in electronic form but with archival paper copies sent to the UIS Documentation Center in La Chaux-de-Fonds, the UIS permanent headquarters in Postojna, and to any of the people, organizations, or facilities listed below that cannot receive the UIS Bulletin in electronic form and requests a paper copy. An electronic copy of each edition will be sent to:

1. The Documentation Center of the UIS in La Chaux-de-Fonds;
2. The permanent headquarters of the UIS in Postojna;
3. Each member of the UIS Bureau;
4. Each Delegate of the Member Countries;
5. Each President of a UIS Commission;
6. Each of the Associated, Affiliated, and Cooperating Organizations;
7. All libraries in the Member Countries registered with the UIS;
8. The UIS Website Manager for inclusion on the

UIS website; and

9. The Karst Information Portal.

The following material must be published in the UIS Bulletin:

1. The proceedings of all regular or Extraordinary General Assembly meetings of the UIS, as well as all official meetings of the Bureau (in the first issue published after the event).
2. The reports of the activities of the Bureau, Commissions, and other UIS internal organizations presented at the General Assembly meetings of the UIS.
3. All official documents of the UIS whenever these are modified and/or updated. These documents include the Statutes, Internal Regulations, Code of Ethics, any UIS guidelines, and agreements and contracts.
4. Calendar of speleological events scheduled in the Member Countries of which the UIS has officially been informed.
5. Up-to-date list of Member Countries and Associated, Affiliated and Cooperating Organizations of the UIS immediately after each General Assembly meeting of the UIS, and after each change.
6. Up-to-date list of the Delegates of the UIS, with their addresses, immediately after each UIS General Assembly meeting, and after each change.
7. List of UIS publications.
8. List of UIS membership fees.

The following material is recommended for publication in the UIS Bulletin:

1. Announcements of speleological records, e.g. longest and deepest caves.
2. List of new publications.
3. Updates to the list of Member Countries and the Associated, Affiliated, and Cooperating Organizations of the UIS.
4. Updates to the list of UIS Delegates.
5. Schedule of meetings of UIS Commissions and other internal organizations.
6. List of publications in speleology and related areas.

Advertisements can be published in the UIS Bulletin as long as:

1. There is no conflict of interest with the UIS or any of its regulations, goals, or standards.
2. The advertiser pays for the space utilized.
3. The space utilized by the advertisement is not out of proportion in relation to the other information being published.

ARTICLE 12

International Journal of Speleology

The International Journal of Speleology is a peer-reviewed multidisciplinary scientific publication of the highest international standard.

The publication, printing and distribution of the International Journal of Speleology is delegated to a society, organization, or national federation of one of the Member Countries of the UIS by means of a specific agreement approved by the UIS Bureau.

The organization responsible for the publication, printing, and distribution of the International Journal of Speleology will appoint someone as a Chief Editor responsible for maintaining contact with the UIS Bureau through the UIS Vice-President of Operations and will select an Editorial Staff and advise the UIS Bureau of its members.

Special editions can be organized by a Guest Editor.

The occurrence of international speleological events officially supported by the UIS may justify the organization of additional special issues of the International Journal of Speleology.

The International Journal of Speleology supplements the scientific reports or papers produced by the Commissions, but it cannot take their place.

Special editions can be organized with the agreement of the Chief Editor, and the Presidents of Commissions or other internal UIS organization to present the results of the work and/or studies by those organizations.

For each published issue of the International Journal of Speleology, at least one digital copy must be sent to the UIS Documentation Center in La Chaux-de-Fonds, the UIS permanent headquarters in Postojna, the Karst Information Portal, and to each of the Associated, Affiliated, and Cooperating Organizations. An electronic copy should be available from the Journal's website.

ARTICLE 13

Bulletin Bibliographique Spéléologique/ Speleological Abstracts

Speleological Abstracts, the Bulletin Bibliographique Spéléologique, is a publication that annually lists and abstracts all publications related to speleology within a given year. It is produced to facilitate research and the study of speleology and works closely with the Karst Information Portal. It is available in electronic form from its website, and limited printed back issues are available as supplies last.

Speleological Abstracts is the responsibility of the President of the Bibliography Commission of the UIS, who coordinates with the UIS Vice-President of Administration.

Speleological Abstracts is regularly updated electronically. Special collaborators are invited from each Member Country, as well as the assistance provided by the UIS Delegates.

ARTICLE 14

Karst Information Portal

The Karst Information Portal (KIP) is a project

that the UIS conducts with the National Cave and Karst Research Institute (NCKRI) of the USA, University of New Mexico (UNM), and the University of South Florida (USF) as part of the signed agreement of the Karst Information Portal Consortium (KIP-C). Based on that agreement, KIP's purpose is *"to organize, manage, and generally make available data on caves, karst, and related phenomena, and provide a collaborative forum for the exchange of ideas and information on such topics, all in an international virtual environment known as the Karst Information Portal (KIP). These services are provided for charitable, educational, and scientific purposes that support effective and sustainable research, utilization, and management of caves, karst, and related resources. The KIP-C reserves the right not to distribute certain information if it could result in the exploitation or degradation of cave, karst or related resources."*

The agreement further states *"The role of the UIS is to develop communication, collaborations, and data linkages and exchanges between the KIP-C and the international community of cave and karst researchers, managers, and explorers. The UIS will link its website and cave and karst databases to the KIP-C, and will actively promote similar action by its members, as well as international non-member individuals and organizations. The UIS will inform the KIP-C of any relevant international activities and will inform the international cave and karst community of the KIP-C's activities. The UIS will assist in providing language translations when needed by the KIP-C."*

The UIS will appoint a member of the Bureau to serve as the representative to the KIP-C and to work with UIS Officers, Bureau Members, Delegates, Committees, Associated, Affiliated and Cooperating Organizations, and other individuals, projects, and programs of UIS to support the KIP as stated in the KIP-C agreement.

ARTICLE 15

Documentation Center of the UIS

The Documentation Center of the UIS is a library composed of speleological and related publications from around the world.

The Documentation Center of the UIS must maintain complete collections of all official publications of the UIS: Proceedings of the ICS, *UIS Bulletin*, *International Journal of Speleology*, *Speleological Abstracts*, scientific reports or papers produced by the Departments, Commissions, and Working groups, etc.

The organization and maintenance of the Documentation Center of the UIS is delegated to one of the national societies or federations of one of the Member Countries of the UIS, by means of a special agreement approved by the UIS Bureau until such time as the UIS will be able to maintain this center at the permanent headquarters.

The organization responsible for the Documentation

Center of the UIS can nominate a Librarian, who will be responsible for the maintenance of contacts with the UIS Bureau through the UIS Vice-President of Administration.

The Librarian is responsible for the presentation of an oral report about the present situation of the Documentation Center of the UIS, as well as a written report containing an index of the publications available at the center, at each UIS General Assembly meeting for inclusion in the UIS archives.

The Librarian is responsible for sending an up-to-date list of the publications available at the Center to the UIS Bureau, as well as to the UIS website, whenever any significant change occurs.

ARTICLE 16

Archive of the UIS

The UIS Archive is located in the Institute of Karst Research, ZRS SAZU, Postojna, Slovenia.

The UIS Archive collects all paper and electronic documents dealing with UIS activities, i.e. activities of the UIS Bureau, its members, Commissions, and Advisory Committee.

The UIS Archive collects all materials obtained by library exchange with other bodies.

The UIS Archive collects all publications (proceedings, books, journals, leaflets, etc.) produced with the logo of the UIS without respect to the address of the publisher. The responsible editor of such publications must deliver two copies to the UIS Archive in Postojna.

All elected members of the UIS Bureau will deliver all paper and electronic materials involving their activity with the UIS Bureau to the UIS Archive: (a) every 2-3 years, and/or (b) when their term of office is complete, if the materials are not delivered to their successors.

Honorary members of the UIS Bureau will deliver all paper and electronic materials involving their activity with the UIS Bureau to the UIS Archive every 2-3 years.

Presidents of UIS Commissions will deliver all paper and electronic materials dealing with the activities of their respective UIS bodies to the UIS Archive: (a) every 2-3 years, and/or (b) after they finished their term as President, if not delivered to their successors.

The UIS Archive is managed by a member of the UIS Bureau charged by the UIS Bureau. The manager should preferably, but not necessarily, be an active or past Bureau member, past President, or Honorary Member and must know or be able to readily learn the organizational structure of the Archive. The charged member is responsible for the organization and management of the UIS Archive.

The UIS Bureau can establish regional archives of the UIS. This act does not relieve respective UIS persons and bodies from also delivering identical materials to the UIS Archive in Postojna.

ARTICLE 17

Awards of the UIS

This UIS gives awards to recognize excellent and/or longstanding service to the UIS and/or speleology in general. The General Assembly gives the UIS Bureau the authority to select the people receiving the awards in order to protect the privacy, dignity, and integrity of the selection process and the nominees. There are three award categories: Fellowship, Honorary List, and Prizes.

Fellowships are the highest award given by the UIS in recognition of outstanding contributions to speleology and/or the UIS. The Honorary List acknowledges people who have significantly contributed to the development of speleology and/or the UIS.

Nominees for Fellowships or the Honorary List may be submitted to the UIS Bureau or from within the UIS Bureau. Each nomination must include information with the person's qualifications and justifications for nomination. During a closed session of the UIS Bureau meeting, the UIS Bureau will select which people will receive a Fellowship or be added to the Honorary List. The selection will occur at the UIS Bureau meeting one year before an International Congress of Speleology to allow time to create certificates for those selected, and for notification of the selectees so they have adequate time to plan and attend the congress where they will be formally recognized at the first session of the General Assembly meeting. The names of the selectees will be kept confidential until announced at the congress.

Prizes are given at the International Congress of Speleology for specific accomplishments at the congress or during the period since the previous congress. Prizes may be given for outstanding books, scientific posters presented at the congress, and other contributions to speleology as determined appropriate by a Prize Committee appointed by the UIS Bureau. The Prize Committee will also decide the number of prizes, who will receive them, the nature of the prize (e.g. certificate, medal, funds, etc.), and other conditions as necessary per the unique materials and accomplishments present at a congress or since the previous congress. The prizes are not competitive and not related to the cartographic, photographic, athletic, and other competitions at the congresses. More than one prize may be given for a category, and prizes will not be given if the Prize Committee does not find accomplishments worthy of the recognition.

ARTICLE 18

Modification of the Internal Regulations

All modifications to these *Internal Regulations* will be made by the Bureau, and must be presented at the next Regular General Assembly meeting for the information of the Delegates and their Member Countries.