

This space for official use: Area/Rep Assignment _____

Kit Sent by: _____

Send Completed Form(s) to:

Kit sent to: _____

**National Square Dance Campers Assoc., Inc.
P. O. Box 628433
Middleton, WI 53562-8433**



NSD Secretary forwards the returned copies to NSD Vice President

CHAPTER FORMATION PROCEDURES KIT

APPLICATION FOR AFFILIATION WITH NATIONAL SQUARE DANCE CAMPERS ASSOCIATION, INC.

TO: Board of Directors, National Square Dance Campers Association, Inc.

We, the officers of _____ Chapter # _____
(Name of your chapter) (To be assigned)

Located at _____
(City and State/Province)

Hereby apply for affiliation as a chapter with National Square Dance Campers Association, Inc.

The following terms or conditions are agreed to:

1. The number of members needed to form a chapter shall be determined by the Board of Directors.
2. We understand that NSDCA, Inc. will in no case be held liable for any indebtedness or act of this chapter, its officers, or its members.

Enclosed are the following items (Printable Forms from NSDCA.ORG) to be returned:

1. Form I Membership Renewal (For current NSDCA Members as needed)
2. Form II New Membership Application & Badge Order (For each new couple or single member)
3. Form III Change of Address / Request for Transfer of Membership
4. Form IV Roster of the Chapter Charter Members
5. Form Vc Chapter Elected Officers Listing
6. Form Xc Application For Affiliation (1st copy to be completed and signed 2nd copy for Chapter records)
7. Signed chapter Standard By-Laws

Form SS-4 (Application for EIN) has been submitted to IRS (Also may be done on-line.)

Signed this _____ By Chapter Officers:
(Month) (Day) (Year)

President _____
(Name)

Address _____
(Street)

(City) (State/Province) (Zip+4/PC) (E-mail address)

Secretary _____
(Name)

Address _____
(Street)

(City) (State/Province) (Zip+4/PC) (E-mail address)

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Signed this _____ By Chapter Officers:
(Month) (Day) (Year)

President _____
(Name)

Address _____
(Street)

(City) (State/Province) (Zip+4/PC) (E-mail address)

Secretary _____
(Name)

Address _____
(Street)

(City) (State/Province) (Zip+4/PC) (E-mail address)

Chapter WELCOME & General INSTRUCTIONS

We are pleased to hear of your interest in NSDCA and in particular, your desire to form a chapter. To keep chapter formation as simple as possible, the following instructions must be observed:

- A. All correspondence regarding chapter matters should be directed to the Middleton, WI address given above.
- B. Fill out the enclosed roster form -- it is self-explanatory. The number of people needed to form a new chapter shall be determined by the Board of Directors.
- C. Call a meeting of your group and complete the below requirements:
 1. Elect officers.
 2. Select a chapter name.
 3. Decide on a home base for the chapter.
 4. Fill in all blank spaces on each page of the Standard By-Laws. Officers must sign one copy of the By-Laws and return to NSDCA, attaching chapter-standing rules (if any) to the By-Laws. The second copy of the By-Laws should be placed in the chapter's permanent file and the third copy should be available for study by the membership.
 5. Collect a small chapter membership fee to cover the cost of stationery, postage, miscellaneous organizational expenses, and perhaps a bar or badge to complement the National badge if desired. (We strongly recommend that your group remain non-profit; however, we realize you may require the services of professional callers and your standing rules should be flexible to cover this situation.)
- D. Mail the roster of charter members, the national dues (make all checks payable in US funds to NSDCA – no stamps or coins), list of officers, completed and signed Standard By-Laws (and Standing Rules, if any), and any questions you wish answered. Include Application for Membership for each new couple or single member.
- E. USA Chapters need to complete the application for an Employer Identification Number (EIN). (You will need this to open a bank account.) Mail to the IRS service center address for your state.

The members you select as officers will receive the following:

- A. Various forms and membership cards from the Membership Chairman.
- B. Your charter and a copy of the National By-Laws (not to be confused with the Standard Chapter By-Laws Included in this kit). Allow four to six weeks for delivery.
- C. The TIMES Editor will send forms for submitting News Articles, Campout Listings and other Magazine information.
- D. The membership badges will be sent to the Chapter Contact, by the Membership Secretary, after they are received from the official badge engraver, and inspected for errors. Please allow three to five weeks for delivery. If not received by eight weeks then contact the Membership Secretary or BOD.

The NSDCA badge is an attractive one. People will question you about it and you will have an opportunity to be a NSDCA ambassador.

WHAT IS THE NATIONAL SQUARE DANCE CAMPERS ASSOCIATION, INC.?

It is the associating of people whose object and purpose is to provide an opportunity for and to encourage those interested in both modern western style Square Dancing and Camping, to combine those two activities for mutual enjoyment. Membership in NSDCA, Inc. is open to couples and single individuals who are both are square dancers and Campers

Initial application fees for membership are: National Dues of \$20.00 per couple for one year, \$12.50 per single for one year and \$6.00 for each Badge ordered. All payments must be in US funds. These fees/annual Dues provides for the liability insurance, membership card, NSDCA Times and all mailings. They also cover the cost of application brochures (which contain a short history), stationery, printing, advertising, postage, telephone, insurance and other organizational expenses of a rapidly growing association carrying out its object and purpose. In addition, the payment of dues helps us maintain a current list of paid up members. These members are kept informed as to the goings-on of NSDCA, Inc., its chapters, and other announcements of interest.

The first annual square dance camping weekend, under the constitution of the present organization, was held in July, 1964, at Bear Lake, Wisconsin and has been held each year since then. In the beginning, this Camporee was run at no additional cost of members, since the many attending callers donated their time and ability, and the needs were small, but as this organization has grown, so has the needs for camping area and facilities, to accommodate hundreds of family camping units. Since ordinary campgrounds could not meet the needs, the International Camporee Committee has had to acquire the use of fairgrounds or other large facilities and this demanded a registration fee to cover the rental cost of these facilities. We hope your group will join us as a chapter of the National Square Dance Campers Association, Inc. and share in the enjoyment of this activity.

GENERAL INFORMATION

INVENTORY OF CHAPTER PROPERTY and RECORDS

The Officers should arrange for an inventory of Chapter Property and records each year. If an inventory is not made each year, the whereabouts of many items and records can be lost or forgotten. Prepare your own sheet to meet your chapter's needs.

BANKING PROCEDURES

All Chapters should have a Chapter Checking account through which all Chapter monies are handled. Checks and cash can be deposited to an account by mail so it is recommended that the account be maintained at one bank (rather than changing banks when treasurer changes). It is recommended that two people (not husband and wife) be authorized to write checks even if only one person normally handles finances.

COMMUNICATIONS with NATIONAL OFFICE

1. Address ALL correspondence, with the National Board/Staff to the Official NSDCA Mailing Address.
2. Include Chapter Name, Chapter Number, correspondent's name and address, including ZIP code+4/PC.
3. Correspondence with your Area/State Representative can be sent directly to their home address.
4. It is recommended that the person appointed as the Contact Person with National, even if not an Elected Officer, be able to serve for an extended period of time to develop known communication link with the Board. This will provide more continuity of record keeping and the sending/receiving of official notices and communication even when the Officers may change annually.

PROBLEMS

Chapter:

If problems arise, you should first try to settle them among the individuals or at the Chapter level. If it is impossible to resolve an answer within the Chapter, contact the NSDCA Area Representative for assistance.

National-Chapter-Members:

The following items are recurring trouble spots for National Office:

1. Incorrect or incomplete information on New Membership Applications is provided.
 - a. Badges are ordered based on the spelling and facts (city, state/province) listed on the application.
 - b. If that information is not correct, it creates problems.
2. Financial errors or misunderstandings.
 - a. Send two copies of all financial reports to National Office.
 - b. Double check addition, subtraction, spelling, etc.
3. Current Renewal Fees are:
 - a. \$20.00 per couple for one year.
 - b. \$12.50 per single for one year.
 - c. \$ 6.00 per badge ordered. (NSDCA badges are required at all NSDCA functions.)

THANKS FOR YOUR SPECIAL ATTENTION TO THESE TROUBLE SPOTS

Board of Directors
NSDCA, Inc.

BY-LAWS OF CHAPTER _____ of the
Number

THE NATIONAL SQUARE DANCE CAMPERS ASSOCIATION, INC.

ARTICLE I

Section 1.

The name of this organization shall be _____
Chapter _____ of the National Square Dance Campers Association, Inc., (non-profit,
non-stock).

Section 2. (Optional)

The home base of this Association shall be _____,
(City and/or State)

ARTICLE II
Colors

The Color(s) of this chapter shall be _____

ARTICLE III
Object

The object of the Chapter shall be to provide an opportunity for, and to encourage those interested in both square dancing and camping to combine these two activities for mutual enjoyment; to permit each member the opportunity of sharing the responsibility of membership in this Chapter and Association; to promote more interest in the advantages of square dancing and camping; to promote such State/Provincial square dance camporees as may be decided upon from time to time by the membership.

ARTICLE IV
Membership

Section 1.

Membership is open to couples (their families) and single, adult individuals who are square dancers and campers. They shall have completed a prescribed course in square dancing or shall have clearly demonstrated an equivalent in an established square dance club and camp in a trailer, motorhome, tent, foldup or other camping vehicle(s).

Section 2.

All person(s) applying for membership as charter member(s) shall be listed on the form issued in the Chapter Formation Kit. Those person(s) desiring to join a Chapter after its formation shall complete an official membership application duly signed by a member of that chapter. Application(s) for membership in a chapter shall include annual NSDCA, Inc. dues, appropriate monies for name badges, and applicable chapter dues.

Section 3.

Membership shall be indicated by a currently-dated NSDCA membership card.

Section 4.

No member of this organization shall use or involve his membership therein in any form of advertisement or in the solicitation of business.

ARTICLE V
Expenses and Dues

Section 1.

Chapter annual dues may be established, if deemed necessary, on a recommendation of the Chapter's Board of Directors and upon approval of the membership in attendance at the chapter's annual meeting.

Section 2.

NSDCA, Inc. dues will be paid for the calendar year and are payable in advance.

ARTICLE VI
Officers

Section 1.

The officers of _____ shall be a President,

(Chapter Name)

Vice-President, Treasurer and Secretary. Other chapter officers may be elected or appointed as prescribed in the Chapter Standing Rules. Such officers will be recognized by the NSDCA, Inc. as bona-fide officers.

Section 2.

All officers of this Chapter (singles or couples) shall be NSDCA, Inc. members in good standing. Any couple (whether married or singles) will be elected as a couple and SHALL NOT hold separate individual offices. Each individual member shall have one vote on all matters pertaining to the chapter.

Section 3.

- a. Each officer shall be elected for _____ year term.
- b. Each term of office shall coincide with the date of the Chapter fiscal year.

Section 4.

Continuity should be maintained on the Board of Directors (officers) as much as possible.

Section 5.

The administration of the affairs of the Chapter shall be the responsibility of the Board of Directors.

Section 6.

The duties of the officers:

- (a) **PRESIDENT** - preside at all meetings, Chairman of the Board of Directors, ex-officio member of all committees, appoint committees subject to the approval of the Board, appoint auditors (two or more couples) to examine the records of the treasurer. The President shall not vote on issues before the Board except to break a tie vote.
- (b) **VICE-PRESIDENT** - perform the duties of the President in his/her absence, perform such other duties as designated by the Board and maintain all necessary records of his office.

- (c) **TREASURER** - has custody of all property and funds of the Chapter, makes all deposits (all withdrawals are signed by the Treasurer or the President). Prepares a statement of the financial condition of the Chapter and submits this report to the annual meeting.
- (d) **SECRETARY** - shall keep a record of the complete proceedings of all meetings of the Chapter and meetings of the Board of Directors, be responsible for the mailing of all notices of meetings, etc., and be responsible for all correspondence pertinent to the affairs of the chapter.

Section 7.

If and when a vacancy occurs in any one or more of the offices specified by these By-Laws, the successor or successors will be selected by the Board of Directors to fill the unexpired term or terms.

**ARTICLE VII
Quorum**

The presence of a majority of the Directors shall constitute a quorum for the transaction of business. The members present at any regularly scheduled meeting of the Chapter as a whole, shall constitute a quorum for the purpose of transacting the business of the Chapter.

**ARTICLE VIII
Meetings**

Section 1.

Meetings of the Board of Directors may be called by the President of the Board or by any three members of the Board. It shall be the duty of the Board of Directors to establish rules of procedure in accordance with Robert's Rules of Order (Newly-Revised Edition).

Section 2.

There shall be an annual meeting of the membership, held not earlier than September 1; nor later than December 1, at an exact time and place as selected by the Board. This meeting shall call for a detailed report from all officers, nomination and election of all officers (method of election to be decided by the Chapter membership). Other business should be discussed, settled, tabled or dispensed in whatever manner the majority wishes.

Section 3.

Special meeting(s) may be called at the request of the Board of Directors with the members being given due and adequate notice, ___ days (As determined by the Chapter).

The only issue to be discussed at this meeting will be the one for which this special meeting was called.

Section 4.

Any member has the privilege to correspond with the Secretary and request of the Board to place on the agenda any issue(s) or matter(s) to be brought up at the next meeting.

ARTICLE IX

Committees

The President, and in his/her absence the Vice-President, with the advice and consent of the Board, has the power to appoint any and all committees: auditing, nominating, dance and campout, membership and other committees required by the Chapter. The auditing and nominating committees must be appointed at least (90) days prior to the annual meeting in order that their functions are completed before the date of this meeting.

ARTICLE X

Standing Rules

Standing rules will be adopted by a Chapter to cover particular local situations and may include additional officer(s), participation of caller(s), list(s) of committee(s) and their duties, or other major points of organization as deemed necessary. Chapter standing rules must not conflict with NSDCA, Inc. By-Laws or with Standard Chapter By-Laws. Current Standing Rules must be filed with NSDCA, Inc. and notice given, in writing to this body if their deletion or amendments.

ARTICLE XI

Upon dissolution, all assets of the Chapter shall become the property of a charitable institution. If the Chapter incorporates, the charitable institution must be specifically stated and may be selected at the Chapter's option.

ARTICLE XII

Robert's Rules of Order (Newly-Revised Edition) shall govern this Chapter.

Chapters are requested to fill in all blank spaces of each page of the By-Laws. One copy of those By-Laws shall be signed by the officers of the Chapter and mailed to the National Square Dance Campers Association, Inc. Upon receipt of this signed copy, the National Board of Directors will mail a charter to the Chapter involved.

A second transcript of the By-Laws shall be made available to the membership (if possible, copies of the By-Laws should be made and distributed to all members) for study. After scrutiny by the members this copy of the By-Laws shall be placed in the permanent files of the Chapter.

PRESIDENT _____

VICE PRESIDENT _____

TREASURER _____

SECRETARY _____

Date _____