

**By-Laws
of
THE NATIONAL SQUARE DANCE
CAMPERS ASSOCIATION, INC.**

Article I

Name

The name of this non-profit, non-stock association shall be the "National Square Dance Campers Association, Inc." (NSDCA).

Article II

Object

The objective of the Association shall be to provide an opportunity for and to encourage those interested in square dancing and camping to:

- a) Combine these two activities for mutual enjoyment.
- b) Permit each member the opportunity of sharing in the responsibility of membership.
- c) Promote interest in square dancing and camping.
- d) Promote Square Dance Camporees as may be decided upon by the membership.

Article III

Membership

Section 1. Membership is open to adult couples and single individuals (hereafter referred to as member units) who have a desire to be associated with Square Dancers and Campers to enjoy the social and recreational activities provided by, and participated in by members of this organization. Membership is primarily through organized chapters, but chapter membership is not required. Those not affiliated with a chapter shall be Members At Large (MAL).

Section 2. Joining NSDCA

- a) All persons applying for membership must complete an official membership application form.
- b) Membership application forms shall be available from the NSDCA.org website, officers at the International Camporee, State/Provincial/Country and Chapter Association meetings, other Camporees, the NSDCA Secretary, and such other places as the Board of Directors (hereafter referred to as the Board for simplicity) may select.
- c) Membership shall be indicated by a current membership card.
- d) Any application submitted during the week before or during the International Camporee of the NSDCA shall not become effective until the close of the Camporee. Membership dues received with such applications shall be valid for the remainder of the current and following calendar year.

Section 3. No member of this association shall use the membership in any form to promote personal benefit.

Section 4. Membership year shall be January 1 to December 31.

Article IV

Board of Directors

Section 1. The administration of the affairs of this organization shall be the responsibility of the Board. They shall be protected by indemnity recourse as a result of any lawful actions while representing the association.

Section 2. Composition

- a) The Board shall consist of those members in good standing, elected as officers in any combination of single/couples, which provides from 4 to 8 people.
- b) Board members shall be elected for a four-year term and may succeed themselves no more than once. Succession is subject to an election and a Board member must be re-elected in order to fulfill a second four-year term.
- c) In the event of a vacancy on the Board as a result of a resignation, death, etc., the Board shall appoint an NSDCA member in good standing to the vacated position for the remainder of the term of the vacated position. An appointment to the Board of two years or more shall constitute one full term. At no time may any one chapter be represented on the Board by more than one officer position.
- d) No member of the Board may be compensated for services performed as a member of the Board.

Section 3. Duties

- a) It shall be the duty of the Board to establish policy and rules of procedure and practice for the promotion and expansion of the Association, subject to the approval of or amendment by the membership at the Annual Meeting.
- b) Elect the officers of the Association.
- c) Fill the unexpired term of any vacancy.
- d) Determine the time and place of the Annual Meeting.
- e) Oversee the Officers, staff, and all committees.
- f) Shall provide to interested chapters a copy of the current procedure for bidding for a Camporee.

Section 4. Meetings

- a) Meetings of the Board shall be called by the President of the Board at his/her discretion or when requested to do so by three (3) members of the Board.
- b) A majority of Board positions at a scheduled Board meeting shall constitute a quorum for the transaction of business.
- c) Decisions shall be by concurrence of the majority of members present and voting.
- d) Except for the position of President, each position shall have two votes on all matters pertaining to the Association. The position of President shall have one vote and may vote only in the case of a tie.

Article V

Officers

Section 1. President

- a) Shall preside at all meetings of the Association and Board.
- b) Prepare and distribute an annual report of the state of the Association to all members attending the Annual Meeting. A copy shall also be sent to all Area and State/Provincial Representatives and chapters not represented at the Annual Meeting as well as any member requesting a copy. The report shall include, but not be limited to, reports from the officers and staff, financial statement, current by-laws, recommended by-laws changes, liability insurance explanation, and minutes of the last annual meeting.
- c) Arrange for the bonding of President and Treasurer of the Association, the current International Camporee Chairman and Treasurer, and the next International Camporee Chairman and Treasurer immediately after their assumption of their office.
- d) Shall arrange for an audit of all financial records or appoint an auditing committee to perform the audit prior to the end of each fiscal year. The audit need not be performed by a licensed book-keeper or professional accountant but may be performed by a three-member auditing committee consisting of members in good standing, excluding all Board members and their immediate families.
- e) Shall be an ex-officio member of all committees.

Section 2. Vice President

- a) Shall perform the duties of the president in his/her absence.
- b) Keep a sufficient supply of materials for Area, State/Provincial Representatives.
- c) Provide information and ideas to Area, State/Provincial Representatives to increase chapters and members.
- d) Perform such other duties as prescribed by the Board.

Section 3. Secretary

- a) Shall compose and keep a record of the minutes of all meetings of the Association and Board.
- b) Provide a copy of these minutes to all members of the Board within forty-five (45) days of the meetings.
- c) Provide copies of meeting minutes to any active member when requested.
- d) Perform such other duties as prescribed by the Board.

Section 4. Treasurer

- a) Shall have custody of all funds and property of the Association.
- b) Deposit all funds of the Association in a bank in a city designated by the Board.
- c) All withdrawals of funds shall be on checks or orders signed by the Treasurer or President or as authorized by the Board. Approved expenses incurred by any member in the performance of assigned duties shall be reimbursed.
- d) Maintain an inventory list of all NSDCA owned equipment or property and provide an annual report of that equipment or property, its location and state of repair.

- e) Co-operate with the appointed auditing committee or other agency by providing the requested Association financial records for review. The results of that audit shall be documented in a signed and dated audit statement provided by the auditing entity.
- f) Prepare and submit to the Board, an annual detailed financial report covering the period from the previous year June 1 to the immediate past May 31, fifteen (15) days prior to the annual General Membership Meeting.
- g) Make available the detailed financial report at the annual Membership Meeting to any member requesting that information
- h) Prepare and submit a summary statement of the financial condition of the Association to be published in the Annual Report.
- i) Provide other financial details of the Association to any member requesting such details.
- j) Perform such other duties as prescribed by the Board.

Article VI

Meetings

Section 1. Annual Meeting

- a) Shall be held at the annual International Camporee at such time and place as selected by the Board. Notice of the Annual Meeting shall be published in the Spring issue of the TIMES.
- b) Any member of NSDCA may attend the Annual Meeting.
- c) The Board shall prepare and make available, an agenda for the transaction of business to be conducted at the Annual General Meeting, not later than thirty days prior to the meeting
- d) Any active member may, in writing or in person, request the Board to bring up for discussion at the Annual Meeting, any matter in which he/she may be interested. Items for discussion may be raised from the floor if in keeping with the business at hand.
- e) Active members in attendance at the Annual Meeting of the Association shall constitute a quorum for the transaction of business.

Section 2. Special Meetings

The Board may call meetings for the furtherance of the objectives of the Association at stated times or at their discretion as needed. The purpose(s) of the meeting shall be included with the meeting notice. Only the item(s) for which the meeting was called as established in the meeting notice shall be discussed.

Article VII

National Staff

All members of the National Staff shall be appointed by the Board to serve at their pleasure. They shall receive instructions and information from the liaison officer appointed by the Board.

Section 1. Publications

The official publication of NSDCA shall be known as NSDCA TIMES. The Editor shall:

- a) Gather and, with Board approval, arrange for publication and distribution of the NSDCA TIMES four (4) issues a year. (Spring, Summer, Fall, Winter).

- b) Sell advertising in the NSDCA TIMES at rates and allowances determined by the Board. All funds from sales of advertising must be accounted for to the Treasurer.

Section 2. Insignia

- a) Order insignia merchandise, with Board approval, and sell to members and chapters, the merchandise with the Association emblem displayed on it.
- b) Keep a continuing record of inventory and sales to be presented to the Board annually, or whenever requested to do so by them. All funds from sales shall be accounted for to the Treasurer.

Section 3. Membership

- a) Receive membership dues or proof of membership dues payment from the Board Secretary, or dues from chapters and members. All funds received shall be accounted for to the Treasurer.
- b) Maintain a current chapter and membership list using a computer database contracted or approved by the Board.
- c) Arrange the distribution of membership lists as indicated in the job description and as instructed by the Board.

Section 4. Showcase of Ideas

- a) Arrange for the setting up and the displaying of NSDCA materials at the National Square Dance Convention and the International Camporee each year.
- b) Set up NSDCA display at any other appropriate times and/or events.

Section 5. Historian

Gather and assemble in an organized way, pictures and other material pertaining to NSDCA for the preservation of NSDCA history.

Section 6 Chapter, State, Province, Area or Country Representatives

- a) Shall be the contact person for chapters and members in an assigned area, as determined by the Board.
- b) Promote and provide information to members and prospective members concerning membership and new chapter formation procedures.
- c) Have a supply of all promotional brochures and materials for distribution to chapters, members, and appropriate gatherings.

Article VIII

Committees

Section 1. International Camporee

- a) Each annual International Camporee shall have a separate committee.
- b) The Board shall appoint a liaison to represent the Board on the Committee. The liaison shall be in accordance with NSDCA International Camporee Guidelines.
- c) Hosting chapter(s), Camporee General chairpersons, and liaison shall follow the "INTERNATIONAL CAMPOREE GUIDELINES" for putting on the Camporee.

- d) No person involved shall be compensated for his/her services.

Section 2. Amendment Review Committee

- a) Shall be composed of a member of the Board, a past member of the Board, a State/Area Representative, and an active Chapter Representative or Contact.
- b) The Board shall appoint a chairman for the committee.
- c) May propose amendments to the By-laws.
- d) Shall review all amendment proposals and present their interpretation of the proposal to the Board.
- e) The chairman of the committee should represent the Board in presenting amendment proposals to the membership.
- f) Members of the committee shall be appointed by the Board.

Section 3. Other Committees

- a) May be appointed by the President, or Vice-President in the absence of the President, with the advice and consent of the Board as are deemed advisable to further the interests of the Association and its members.
- b) Shall be provided with appropriate duties.
- c) Shall have such power and authority, as the Board shall deem advisable.

Article IX

Nominations and Elections

Section 1. Procedure for Nomination

- a) The President of the Board shall, prior to the Annual Meeting, appoint a nominating committee of no less than three (3) member units of demonstrated active interest in NSDCA, Inc. affairs and shall provide them with full instructions.
- b) The chairman of the Nominating Committee (appointed by the President of the Board) shall submit to the President of the Board, no later than January 5 of the following year, no less than two (2) member unit nominees to fill the one vacancy on the Board. Each name submitted shall be accompanied by a biography, a statement of qualifications of the nominee, a statement of acceptance of the nomination signed by the nominee, and a picture of the nominee.
- c) Any member of the Association may be nominated from the membership at-large by submitting the documents mentioned above to the nominating committee by December 15. Nominations of members of chapters who will have a current representation on the Board cannot be accepted.

Section 2. Election

- a) Election of members to the Board shall be conducted at the annual General Membership Meeting at the annual Camporee.
- b) Voting may be conducted with any suitable means approved by the membership present, including a voice vote, show of hands, paper ballot, etc.

Section 3. Assumption of Office

The newly elected Board members will take office following their election and immediately after the close of the Annual Camporee.

Article X

Dues

Section 1. Shall be established as recommended by the Board with the approval of the membership in attendance at the Annual Meeting.

Section 2.

The Board, with the approval of the membership in attendance at the Annual Meeting shall establish the price of membership badge(s).

Section 3. Membership Validation

- a) Dues shall be payable by January 1. Badges shall be paid for when ordered.
- b) Any member in arrears of payment after February 1 shall be notified in writing that they will be removed from active membership status unless dues and other fees are received by March 15.
- c) Any member who has not renewed for the current year will be removed from the membership file as of March 15 and they will no longer receive issues of the *Times*.

Section 4. Reinstatement

- a) A member who pays all dues in arrears before the current annual International Camporee shall be reinstated. without penalty.
- b) A member who has not paid their current year dues before the annual International Camporee shall be required to register for the Camporee as a non-member.

Article XI

Chapters and Associations

Section 1.

- a) NSDCA is empowered and authorized to issue charters to chapters, state, provincial or country associations composed of square dance campers who are eligible for membership pursuant to the By-Laws of NSDCA.
- b) All members of such chapter, state, provincial, or country associations shall be members of NSDCA.

Section 2. The term "chapter" shall mean an organized unit in and for the cities, towns, counties, or any subdivision of the states of the United States or the provinces of Canada, or other countries.

Section 3. The term "state, provincial, or country association" shall mean an organized unit of at least four (4) chapters organized in and for the region for which it is chartered.

Section 4.

- a) The number of members needed to form a chapter shall be determined by the Board.
- b) The minimum to retain a chapter shall be determined by the Board of Directors.

Section 5. Subject to these By-Laws, the Board of the NSDCA is authorized and empowered to promulgate rules and regulations:

- a) Governing the admission of chapters and state, provincial, or country associations.
- b) The suspension, cancellation, and termination of charters.
- c) The Board may amend such rules and regulations, as it deems necessary.

Section 6. The By-Laws of and the Names of chapters and state, provincial, or country associations shall be subject to the approval of the Board.

Article XII

Parliamentary Authority

The current edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority of NSDCA.

Article XIII

Amendments

Section 1. These By-laws may be amended at any annual meeting of the Association by a vote of two-thirds of the members present, providing that notice setting forth the proposed amendment shall have been published in the NSDCA TIMES or mailed to all active members at least thirty (30) days prior to the date of such meeting.

Section 2. Any member of NSDCA in good standing may propose an amendment to these By-laws.

Section 3. Proposed amendments shall be presented to the amendment committee for their review and interpretation (Ref. Article VIII Section 2c). Said committee may propose amendments (Ref. Article VIII, Section 2d).

Section 4. All proposals shall be submitted to the Board, who shall review them and make a recommendation of approval, disapproval or amendment.

Section 5. Any amendment to a previously published proposal shall require a ninety per cent (90%) affirmative vote of the membership present and voting.

Section 6. These By-laws shall be reviewed in their entirety at least once every ten (10) years.

Article XIV

Dissolution

Upon dissolution, all assets of the Corporation shall become the property of the Cancer Society, divided proportionally per Membership between the American and Canadian Cancer Societies, and no assets shall be distributed to any member of the Corporation.

ADOPTED July 1998 AMENDED July 1999 AMENDED July 2004 AMENDED July 2005 AMENDED July 2009
AMENDED July 2012 AMENDED July 2014

PROPOSED