

## **NSDCA STANDING RULES**

The following Standing Rules of the National Square Dance Campers Association, Inc. are governing rules (motions) that do not conflict with the bylaws but expand the governing base of the organization. Document Adopted 07/99. Revised as on Page 9.

### **ADVERTISING IN TIMES**

1. Rates for ads and in the TIMES are set by the Editor and approved by the Board of Directors.
2. A 10% discount shall be given commercial or non-member advertisers who place an ad in four (4) consecutive issues.
3. All ads shall be prepaid directly to the TIMES Editor who shall forward monies to the NSDCA Treasurer.
4. State organizations (chartered or not), province, and all chapters may place a free full-page once each year. A second, and subsequent ads the same year will be 50%, and 25% off respectively.

### **BADGES/BADGE MAKER**

1. The Badge Maker Reports to the NSDCA Secretary.
2. The Official NSDCA badge shall be for members, their minor children or grandchildren only.
3. All badge orders must be processed through the Membership Secretary to verify membership.
4. Badges shall be worn by all NSDCA members at all official NSDCA functions.

### **BOARD OF DIRECTORS**

1. New member dues are established by the BOD.
2. The BOD is required to meet annually with Area, State and Chapter Representatives and all Staff members at the annual International Camporee.
3. The effectiveness of the Badge maker, Membership Secretary and TIMES Editor shall be reviewed annually.
4. All Job Descriptions shall be reviewed annually and updated as required.
5. These Standing Rules shall be reviewed annually and/or maintained current.
6. A BOD member shall be appointed to serve as a Camporee Liaison by the BOD for every Camporee.
7. The BOD shall provide for alternate Camporee hosting in the event that no State, Area or Chapter assumes the task.
8. BOD members may serve at the State/Provincial or Chapter level simultaneously but shall not be allowed to serve as an NSDCA staff member or representative.
9. BOD members may serve as a Camporee general chairperson.
10. The BOD shall approve any general member questionnaires before distribution.
11. The BOD shall prepare and make available for distribution to all members, an NSDCA Annual Report identified with the year of distribution and the number of the Camporee.
12. The NSDCA Bylaws Standing Rules, and all official governing documents shall be reviewed and maintained by the BOD at least every three years.

### **BYLAWS**

1. NSDCA By-Laws shall be published annually in the International Camporee Annual Report and posted on the NSDCA Website. The By-Laws shall be provided to any member on request.

2. A standardized version of the NSDCA By-Laws (Chapter format) shall be included in Chapter formation kits. Upon adoption by the chapter, a signed copy shall be retained by the Chapter and a copy submitted to the NSDCA Secretary.

### **CAMPOREE**

1. It is recommended that all International Camporees be held during the third full week of July. However, attempts should be made to avoid conflicting with other major square dance conventions (i.e. the Canadian National).
2. Chapters showing interest in bidding for a Camporee shall be sent the bid packet and a copy of current guidelines.
3. On-site visits to possible Camporee sites shall be made before bid accepted and announced to the NSDCA membership.
4. All raffles shall be pre-approved by BOD. Raffles for the benefit of an individual chapter are prohibited.
5. The NSDCA VP shall preside over the exchange of NSDCA Camporee equipment at the end of each Camporee.
6. Non-NSDCA members may attend a Camporee with payment of a registration surcharge equivalent to, and in addition to the annual NSDCA renewal membership fee.
7. All dancers attending evening Camporee dances shall dress in appropriate square dance attire unless specifically excused by the BOD for reasons of extreme heat, cold, etc.

### **CHAPTERS**

1. Shall keep copies of all original papers/materials pertaining to the Chapter so future officers can refer to them.
2. Shall keep copy of all membership applications and renewals sent in.
3. Shall have an Employer Identification Number (EIN) to use on the bank accounts rather than using an individual member's Social Security number.
4. Shall send an Election of Officers Form (Form V-C) to NSDCA Secretary following any changes.
5. Shall send changes in chapter by-laws to NSDCA Secretary.
6. USA Chapters are to provide an IRS Form 1099 Misc. to any person being paid \$600 or more annually by the Chapter.
7. Shall be declared inactive when the BOD is advised by officers of that chapter or if the Association receives no membership renewals in the name of that chapter during a period of three years.
8. To reactivate a chapter, there must be at least one member of the previous active chapter.

### **CHARTERS**

1. Vice President shall assign date of Charter the time the Charter is issued. The Membership Secretary shall determine the next open Chapter number from membership data base. Chapter numbers of disbanded chapters shall not be reassigned.
2. The name, number, location, etc. should not be changed once the Charter has been issued, however, a chapter may change the chapter name if they present an acceptable reason to the NSDCA Board of Directors. A new charter called a reissued charter shall carry the original date of charter as well as the date of the reissued charter.
3. Replacement charter shall only be issued after six months of date of request after present officers have exhausted all possibilities of finding the old one.
4. A \$25.00 fee will be charged for all reissued or replacement charters.

