

## **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.

5. All replacements charters should be a of the original charters with the exception of BOD signatures. Replacement charter to be dated same as original and plainly marked "REPLACEMENT CHARTER".

### **DOCUMENT & RECORDS RETENTION AND DESTRUCTION**

1. Tbd
2. Tbd

### **DUES & FEES**

1. For the Fiscal year 2021, new membership for couples has been set at \$10, single membership at \$5.00. (BOD Meeting 9/30/21)
2. Annual renewal of Dues has been set at \$20.00 for couples, \$10.00 for singles. BOD Mtg. 09/30/21)
3. Membership badge charges have been increased to \$10 for safety pin attachments, and \$13.00 for magnetic attachments. BOD Mtg. 09/30/21)

### **EQUIPMENT**

1. The Vice President is responsible for the acquisition and distribution of NSDCA equipment and/or property, and the transfer of such items between concluding and incoming Camporee staff.
2. The Treasurer shall maintain an updated inventory of NSDCA equipment and/or property.
3. All NSDCA equipment shall be plainly and permanently marked.

### **FINANCIAL**

1. All funds shall be submitted in US currency.
2. The BOD shall review NSDCA financial records annually and provide for an annual independent financial reconciliation.
3. NSDCA Treasurer shall audit Camporee records.

### **HISTORIAN**

1. Reports to President
2. Gather and assemble in an organized way pictures and other material pertaining to NSDCA for the preservation of NSDCA history.
3. Shall be keeper of all NSDCA historical material.
4. Shall display some historical data at each International Camporee. If historian cannot be present at the Camporee, someone else should set up the display.

### **INSURANCE**

1. NSDCA shall carry 1) blanket liability insurance to cover all venues used by any valid chapter, 2) liability coverage for officer of the BOD, and 3) theft and embezzlement of funds.
2. An explanation of NSDCA blanket liability insurance shall be updated and published annually.
3. An explanation of NSDCA blanket liability insurance shall be placed in the membership packets and chapter formation kits.
4. Insurance policies shall be kept on file with the Treasurer.

### **MAIL PERSON**

1. Reports to the Secretary.
2. Shall collect and send mail to Secretary weekly.
3. Shall be reimbursed for all NSDCA related postage/mail expenses.



## **MEMBERSHIPS**

1. The membership year shall be from January to December.
2. New Membership applications dated after the Camporee shall be for the coming membership year.
3. Each new member shall receive an NSDCA decal.
4. Membership guidelines shall be distributed to chapters at the Camporee and mailed to members not in attendance.
5. Membership held in more than one chapter shall be known as Associate Membership.
6. A member may be considered a member in good standing in the NSDCA while not holding membership in any chapter. They shall be identified as a Member At Large (MAL) and assigned to Chapter 000.
7. An Associate Member may not hold office or vote in the associate chapter.
8. All active members in good standing attending an Annual Meeting are eligible to vote at such meeting.
9. Members not in good standing (Dues not paid within 90 days of the beginning of the membership year) will not receive the TIMES.

## **MEMORIALS**

1. Upon the death of any ACTIVELY SERVING NSDCA personnel (Director, Representative, or Staff member), there shall be a memorial contribution made from the NSDCA Treasury to the entity of choice as requested by the family of the deceased.
2. The amount is not to exceed \$100.00 and is left to the discretion of the BOD.

## **NOMINATIONS/ELECTION**

1. It is recommended that Nominating Committee be named from those people who have attended at least two of the last three Camporees, including current Camporee.
2. Nominees' picture and a brief biography shall be published in the TIMES immediately before the election.
3. Campaigning for BOD positions shall not be permitted.
4. Nominations for BOD positions may also be accepted from the floor of the assembly.
5. BOD election shall be conducted at the annual General Membership Meeting held at the annual International Camporee. Any current member may cast one vote. No proxy ballot will be permitted.
6. Election results (names of winners – not vote count) to be published in the first issue of TIMES following election (Sept).

## **PRESIDENT** [Also see Job Description and Bylaws]

1. Shall act as liaison between BOD and Historian, Showcase of Ideas, TIMES Editor, Nominating Committee, Tabulation Committee and other unassigned appointed committee(s).
2. Shall be an authorized signer on all bank accounts.
3. Shall ensure that an application for the Showcase of Ideas booth at the National Convention has been submitted. A copy is to be sent to the NSDCA Showcase representative.
4. Shall arrange time and place (other than Camporee) of all meetings of BOD.
5. Shall send Agenda to BOD before any meeting.
6. Shall be responsible for preparing the Annual Report Book for printing and getting it to the Camporee for distribution.
7. Shall obtain BOD concurrence before submitting names and bios of BOD nominees, to the TIMES Spring issue.

8. All nominees shall have completed an application, provided a personal biography and have assured their consent to be nominated.
9. Shall convey election results to candidates, BOD, Area/State Representatives, & Staff as soon as possible after receiving results.
10. Shall be aware of Registered Mark Renewal dates & arrange for or otherwise ensure timely renewal of Trademark registration.

### **PUBLICITY CHAIRMAN**

1. Publicity chairperson reports to the President.
2. All Press releases shall be approved by the President.
3. NSDCA may use commercial advertising for promotion, as directed or approved by the BOD.
4. NSDCA shall send Press Release materials in an effort to obtain free advertising.
5. Display booths and/or square dance demonstrations at RV shows, fairs, etc., shall be encouraged.
6. There is no restriction on the maximum number of Press releases, sent by electronic means, as long as no additional cost is incurred.

### **REGISTERED MARK (TRADEMARK [Logo])**

1. Trademark Registration #4469026, S/N 85819712 [National Square Dance Campers with fire logs] will expire August 20, 2030. NSDCA must commence renewal application in August 2029.
2. Detailed records and copies of documentation of the Registered Mark shall be retained by the President and Treasurer.
3. Legal and Proper Use of NSDCA, Inc. Registered Mark shall be included in the Chapter and State/Provincial Formation Kits and membership packets.
4. Wording (National Square Dance Camper) may be used on badges.
5. Chapters shall be allowed to use **the complete authorized and** registered mark on stationery and banners without seeking pre-approval from BOD.
6. When the Registered Mark is to be incorporated within a design on banners, shirts, etc. a written request to do so, including a drawing or picture, must be submitted to the BOD. Original request shall be returned to Chapter with approval or disapproval within 30 days of being stamped received by Secretary.
7. Any use of, duplication, or rendering of the Trademark must include the “R” identifying the graphic as duly registered and proprietary.
8. The BOD may give authorization to imprint the approved NSDCA logo/trademark to other contractors to allow chapters to purchase jackets, shirts, etc.

### **REIMBURSEMENT – BOD, STAFF, AREA REPS**

1. Reimbursement for expenses incurred in performance of assigned duties shall be as follows:
  - a) Postage – full amount of receipt
  - b) Miscellaneous – with approval – full amount of receipt
2. Request for reimbursement shall be submitted as soon as possibly but not later than the fifteenth (15<sup>th</sup>) day of August, November, February or May, the quarter during which the expense was incurred.

### **REPRESENTATIVES**

1. There shall be six (6) Area Representatives (AR) NE (North East), SE (South East), NC (North Central), SC (South Central), NW (North West), and Canada.
2. There shall be a State Representative (SR) for each State Organization.

3. Candidates for a replacement AR/SR shall be solicited from the chapters in that area.
4. Candidates for AR/SR shall be submitted by the included/covered Chapters for approval by the BOD before appointment.
5. Appointments shall be for one year at a time. There is no limit to the number of reappointments of an AR/SR.
6. Attendance at the International Camporee shall be strongly encouraged. This is an important phase of their position and is the only time they can meet with the BOD and the other Reps.
7. Representatives should:
  - a) Submit a quarterly report, (15<sup>th</sup> of each January, April, July and October) to the NSDCA TIMES. It should include any chapter, state, or area campouts or meetings they have attended, including activities promoting NSDCA membership.
  - b) Contact MAL members in their areas with information about chapters near where MAL resides and encourage participation in an established Chapter.
  - c) Follow up chapter formation inquiries.
  - d) Keep informed of chapters with little or no activity and give assistance wherever possible.
  - e) Keep a supply of brochures. (Chapters may request them from Reps.)
  - f) Inform the Membership Secretary how many copies of the TIMES they want to receive. (Suggest a limit of 5. If more are needed, approval from the BOD is required.)

**SECRETARY** - [Also see Job Description and By-laws]

1. Shall act as liaison between BOD and Badge Maker, Mail Person, and Membership Secretary and other unassigned appointed committee(s)..
2. Shall maintain file of all Chapter By-laws, roster and all other important papers.
3. Shall open all mail, record, and distribute to BOD members and other appropriate person(s) as required.
4. Shall stamp all mail "Received", the day received.
5. Shall maintain a record of all mail received for a period of twenty four months.
6. Shall record all meetings. Recordings shall be kept one fiscal year or until minutes are approved whichever is later.
7. Shall send "draft" copy of minutes of all meetings to BOD within 45 days of meeting for additions or corrections.
8. Shall provide Sign In Sheet for attendance meetings during the International Camporee.
9. Shall be responsible for the Association Seal.

**SHOWCASE OF IDEAS** - Chairperson

1. Shall report to President.
2. Shall submit application for the booth at National Convention (unless done by NSDCA President). Copy to be sent to the President (or when submitted by the President shall be sent to NSDCA Showcase of Ideas Representative).
3. Shall request (In time to be received no later than May 1st) a quantity of TIMES issues, brochures, etc. for distribution at convention (Quantities within reason at the discretion of Showcase rep.)
4. Shall annually obtain from the Membership secretary an updated listing of active chapters.
5. Shall turn over to NSDCA VP the names and addresses of all persons who at National Convention indicated an interest in NSDCA or who asked for further information. Follow up to these inquiries shall be by the Area or State Representatives.

### **STATE/PROVINCIAL ASSOCIATIONS**

1. There are currently four State Associations (Florida, Pennsylvania, Illinois, Michigan) and no Provincial Associations.
2. Any State/Provincial Association shall have a minimum (4) currently paid-up active chapters of the NSDCA, Inc., in the particular State/Provincial Association.
3. An original charter will be issued at no charge upon request after the NSDCA Secretary receives:
  - a. The application request.
  - b. A roster of all charter chapters
  - c. The signed Association By-laws.
4. The NSDCA, Inc. will in no case be held liable for any indebtedness or act of a State/Provincial Association or its officers or its members.
5. All State/Provincial Association should have a checking account through which all Association monies are handled. Checks 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 also recommended that two people (not husband and wife) be authorized to write checks even if only one person normally handles finances.
6. The Officers should arrange for an inventory of State/Provincial Association property and records each year.

### **TIMES and TIMES EDITOR**

1. The TIMES Editor reports to the President.
2. The TIMES shall be issued four (4) times per year.
3. BOD shall establish distribution dates of each issue.
4. The Editor shall determine and publish deadline dates for submitting materials.
5. The NSDCA official mailing address shall appear on TIMES Masthead (not Printer or Editor's address).
6. The BOD shall establish the TIMES subscription rate.
7. The address, phone number, and E-mail address (when available) of BOD members, Area and State/Province Representatives, and Staff shall appear in each issue of the TIMES.
8. In recognition of Wisconsin Chapter 002, the camper-trailer-caravan graphic shall be included at the bottom of every TIMES front cover.
9. A change of address form shall be printed in each issue of the TIMES.
10. TIMES advertising fees shall be collected by the Editor and sent to the Treasurer.
11. Every TIMES issue will include:
  - a) a registration form for the next Camporee (full size centerfold) and an NSDCA Membership Application.
  - b) a listing of all NSDCA Chapters identifying the Chapter name, Chapter number, Chapter contact, contact information, and approximate geographic center of the chapter.
  - c) a calendar of Chapter campouts providing information of the location, dates, contacts, etc.
  - d) a chapter activity section to include individual chapter reports or *Chats Around the Campfire*
  - e) the Lost Camper Search.



- f) Non NSDCA Camping and Square Dance activities may be included only if space is available.
- g) No-charge reciprocal ads with organizations such (as the NSDC, FANSDC, etc.). The coordination of such reciprocal ads shall be the responsibility of the TIMES Editor.
- h) In addition to the items of # 10, each calendar defined issue shall include:
  - i) The Spring (March 1) issue shall include:
    - (1) Photograph and biography of BOD nominees.
    - (2) Objectives of NSDCA.
  - ii) The Summer (June 1) issue shall include:
    - (1) Pertinent and/or relevant information for the summer International Camporee.
    - (2) Date and TIMES of Chapter Representatives and Annual Membership Meetings.
    - (3) Explanation of Insurance coverage.
  - iii) The Fall (September 1) issue shall include:
    - (1) Election results
    - (2) Picture of the “new” BOD
    - (3) Summary of Annual Reports from the International Camporee, if space available
    - (4) Pictures from the International Camporee
  - iv) The Winter (December 1) issue shall include:
    - (1) Description of Proper Use of Registered Marks (Trademark)
    - (2) A map depicting the area corresponding to each Representative
    - (3) Associate membership rules.

**TREASURER** [also see Job Descriptions and Bylaws]

- 1. The Treasurers shall have joint signature authority on all bank accounts with the President.
- 2. The Treasurer shall maintain accurate and current financial records (check books, check ledgers, deposit statements, etc.) using commercially available computer applications (Excel, Quicken, or as approved by the BOD) and provide access to the application to the President and others as the BOD may designate.
- 3. The Treasurer shall keep the BOD continually (monthly or more often if required) advised of the NSDCA financial state.
- 4. The Treasurer shall be responsible for all NSDCA corporate reporting and licensing to state, federal and other agencies. (IRS, state of Wisconsin, ASCAP, BMI, etc.).
- 5. All NSDCA obligations shall be made by check only. Cash transactions shall not be allowed.

**VENDORS**

- 1. All vendors at any Camporee or other NSDCA event must be approved by the NSDCA BOD.
- 2. The Camporee Chairman shall determine the number of vendors at any Camporee.
- 3. All vendors conducting business at any Camporee shall pay for a Camporee registration and all/any camping spaces occupied.

**VICE PRESIDENT** [also see Job Descriptions and Bylaws]

- 1. Other than assuming the Presidents duties in the event the President cannot represent the NSDCA, The VP’s primary duties are to encourage new memberships and chapter formation.
- 2. The VP shall act as liaison between the BOD and State/Area Representatives and Webmaster.



3. The VP shall be responsible for maintaining, issuing and cancelling chapter Charters.
4. The VP shall be responsible for and ensure all Website information is accurate and current.
5. The VP shall be responsible for coordinating all MAL members and encouraging their joining local chapters if available.
6. The VP will coordinate the exchange of NSDCA property and equipment between outgoing and incoming Camporee Teams and Staff and update the Equipment and Property inventory maintained by the Treasurer.

**WEBMASTER**

1. Reports to Vice President
2. Shall make changes as requested by the BOD.
3. Webmaster to provide NSDCA President the password and instruction as to how to make changes to the web site.
4. President shall access the Website ONLY in an emergency.