



How to Start a National Square Dance Association Chapter

What Is the NSDCA?

The NSDCA is, briefly, an association 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 their mutual enjoyment.

Membership in NSDCA is open to couples and single individuals who:

- have completed a prescribed course in modern western style square dancing or clearly demonstrate an equivalent ability in an established square dance group.
- are campers or RVers.

Membership Dues, Application Fees, Badges and Renewal

- The annual NSDCA Dues are \$20.00 for a membership couple or \$12.50 for a single member.
- The initial NSDCA Application Fee is the same as the Annual Dues amount plus badges for each member.
- The required badges for members are \$6.00 each for badges with safety-pin attachments or \$9.00 each for badges with a magnet attachment. It is only necessary to purchase badges once unless a replacement for lost or damaged badges is required. Badges are required to be worn at all NSDCA events.
- The NSDCA Renewal Fee for lapsed memberships is the same as the annual Dues amount.

Membership Includes:

- Participation in all NSDCA or NSDCA Area, State or Chapter events at member rates.
- Ability to join the local NSDCA sponsored chapter of your choice. (Local Chapter dues and fees are not included in the annual NSDCA Dues or fees.)
- Subscription to the quarterly ***NSDCA Times*** magazine.
- Liability insurance for participation in all NSDCA events and activities.

NSDCA History

The first annual square dance camping weekend (Camporee) under the constitution of the present organization was held in July 1964 at Bear Lake, Wisconsin. The organization grew rapidly and the camping areas to accommodate hundreds of family camping units required more space than the ordinary campgrounds. In the intervening years, the Camporee has become international in scope, with membership expanding to Canada and Germany, and has been renamed to the International NSDCA Camporee, and requires facilities larger than most campgrounds can provide.

Steps to Form a Chapter

1. Establish Chapter Formation Intent

A. Agree to Form a Chapter

One or more individuals agree and determine to form a chapter. NSDCA membership is required by any/all individuals for membership in any NSDCA Chapter and those not currently active members must sign up as NSDCA members.

B. Identify All Interested Individuals

Provide a list of all persons desiring to start a chapter and their contact information to the NSDCA using the ***Intent to Form A Chapter*** form (See Attachments). Send or submit to the NSDCA at the address provided, to the local State or Area Representative, or to any NSDCA Board member.

C. Conduct a Chapter Formation Meeting

Schedule an initial Chapter Formation meeting for all interested individuals to establish necessary Chapter characteristics or details:

i. Consider NSDCA By-Laws

Review the current NSDCA By-Laws to consider if the Chapter submitted version is acceptable to the starting membership.

ii. Home Geographic Location

Establish a home geographic area with a preferred city centrally located to your area.

iii. Chapter Name

Agree on a Chapter name. Chapter numbers are assigned on a solely sequential basis with Canadian chapters identified with an appended **C**.

iv. Agree on Chapter Leaders

Elect or otherwise identify the initial officers of the Chapter and submit that information to the NSDCA on the *Election of Officers Form* (See Attachments).

v. Identify Caller Resources

Decide to have a Chapter caller or invite area callers.

vi. Consider Chapter Financial Details

Determine how the Chapter will be funded and how the NSDCA dues will be assessed and collected:

1. NSDCA annual dues

2. Determine possible Chapter dues:

a. Annual fee with/without weekend dance/participation fees,

b. Will guests/visitors be charged

c. Consider other possible dues structure.

D. After acknowledgement by the NSDCA, complete the additional steps below.

2. Additional Steps After Formation

A. Complete Formal Charter Member Roster

Use the Charter Member Roster (see attached) to formally list all chapter Charter Members and submit to the NSDCA

B. Elect Officers and Appoint Other Chapter Leaders

Conduct a formal Chapter meeting to elect officers and other leaders. Complete the NSDCA *Election of Officers* form (see Attachments) and submit to the NSDCA.

C. Federal Employee Identification Number

Obtain a Federal Employer Identification Number (FEIN) from the IRS (www.irs.gov). There is no charge for this service, but the FEIN is required in order to open a bank account.

D. Chapter Bank Account

E. Chapter By-Laws

Review the suggested Chapter By-Laws (See Attachments), agree on and establish your own Chapter By-Laws and submit your By-Laws to the NSDCA for approval. Your Chapter By-Laws may not conflict with the NSDCA corporate By-Laws. By simply completing the suggested Chapter By-Laws provided, NSDCA approval is assured.

F. Chapter Standing Rules

Establish your own Chapter Standing Rules for all other operational issues.

G. Leadership Responsibilities and Duties

Determine Chapter Officers' and other leadership responsibilities and duties. Some specific duties and/or responsibilities of suggested positions to consider:

- i. Chapter officers (President, Vice President, Secretary, Treasurer)
- ii. Chapter Contact (primary communications contact for the Chapter)
- iii. Wagon Master
- iv. Hospitality or weekend hosts
- v. Etc.

H. Chapter Caller

Identify possible callers/cuers/etc. It is not required to have a Chapter Caller.

I. Campgrounds or RV Resorts

Identify possible camping/dancing sites.

J. Schedule First Campout and Dance

Schedule and promote/advertise your first campout and dance.

K. Collect Initial Dues/Fees

Collect initial membership dues/fees as agreed above. Make sure all money received is fully recorded and deposited in the Chapter bank account.

3. Chapter Charter Issued

A. After receipt of the *Charter Members Roster* and *Election of Officers* Form by the NSDCA, the NSDCA Secretary will issue a Chapter Charter (please allow 4 to 8 weeks for issue) specifying the:

- a. The Chapter number is assigned by the NSDCA Secretary or Membership Secretary

- b. Chapter name (the Chapter name may not be changed once assigned)
 - c. Date of Charter
- B. The Original Charter is to be kept on file by the Chapter until the Chapter is closed. It should then be returned to the NSDCA Secretary.

Suggestions:

- Do not be discouraged if no one wants to be in charge. This is less about organization, duties and responsibilities, than it is about getting together with like-minded people for fun, fellowship and dancing.
- Do not use the ***Intent to Form A Chapter*** or the ***Charter Membership Roster or*** Report to sign up new members.
- Only the ***Membership Application or Renewal*** form is to be used for registering new or past members that have been absent for one to three years.
- Don't hesitate to contact any NSDCA Board members, any Sate or Area Representative, any Chapter Representative (all are listed in the back of the NSDCA Times) for help.

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



Membership Application or Renewal

Application or Renewal (Check One) Date: ___/___/___

Assigned to Chapter # _____; Chapter Name: _____

This application is only to be used for new membership applications or renewals of members whose membership has lapsed for any period of 3 months or more. If the lapse is between 3 months and 3 years, the fee is \$20. For a renewal after a lapse of 3 years or more, the fee is \$10 as a new member.

Name(s):	First:	Last:
	First:	Last:

How should your name be printed on your badge? IF the same, write in SAME.

For your Badge:	First:	Last:
	First:	Last:

Address 1:	Street:		
	City:		
	State/Province:	Zip +4/PC:	
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:	Hers:	

If you live at a different address for part of the year, please provide it here:

Address 2:	Street:		
	City:		
	State/Province:	Zip +4/PC:	

If you completed Address 2, please indicate to which address you would like the specific issue of the quarterly mailing of the NSDCA Times, sent:

March 1 Issue	June Issue	Sept. Issue	December Issue
Address #:	Address #:	Address #:	Address #:

New Membership Fee (Valid from Camporee date to December 31 of the following year):

For a Member Couple: \$10.00	For a Single Member: \$6.00	\$.
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Annual Membership Renewal Fee (Valid from Camporee date to December 31 of the following year):

For a Member Couple: \$20.00	For a Single Member: \$12.50	\$.
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Cost of Badges:

Safety Pin Attachment: \$6.00 ea.	Magnet Attachment: \$9.00 ea.	\$.
Total Submitted:		\$.

Send this application complete with your remittance (US funds only) to:

NSDCA Membership Secretary
P.O. Box 628433
Middleton, WI 53562-8433

Also Visit Us At: www.nsdca.org

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



Charter Membership Roster or Report

Date: ___/___/___ **Chapter #:** ___ **Name:** _____

Please provide current information for all Charter members. For current NSDCA members, provide their Member Number or indicate YES if the number is not available. Attach additional pages as necessary and submit to the NSDCA Secretary at the address below. Do not use this form for new member registrations. Use only the Membership Application or Renewal form.

Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:

Please send this request to:

NSDCA Secretary, P.O. Box 628433, Middleton, WI 53562-8433; www.nsdca.org

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



Charter Membership Roster or Report

Date: ___/___/___ Chapter #: ___ Name: _____

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Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:	Zip +4/PC:	
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:	Zip +4/PC:	
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:	Zip +4/PC:	
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Name(s):	First:	Last:	Member #:
	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:	Zip +4/PC:	
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:

Please send this request to:

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



Election of Officers

Date: ___/___/___ **Chapter #:** ___ **Name:** _____

Please provide current information for all Chapter officers and sign at the bottom.

President	First:	Last:	Member #:
Name(s):	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Vice. Pres.	First:	Last:	Member #:
Name(s):	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Secretary	First:	Last:	Member #:
Name(s):	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:
Treasurer	First:	Last:	Member #:
Name(s):	First:	Last:	Member #:
Address:	Street:		
	City:		
	State/Province:		Zip +4/PC:
Phone:	Home:	His Cell:	Her Cell:
E-Mail:	His:		Hers:

Election Date: ___/___/___ **Signed (Officer):** _____

Please send this report to:

NSDCA Secretary, P.O. Box 628433, Middleton, WI 53562-8433; www.nsdca.org

BY-LAWS OF CHAPTER ____
of the
THE NATIONAL SQUARE DANCE CAMPERS ASSOCIATION, INC.

ARTICLE I

Section 1.

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

Section 2. (This section is optional.)

The home base of this Association shall be _____.

ARTICLE II
Colors

The Color(s) of this chapter shall be navy blue and white.

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 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 and fees as established by this chapter.

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 Chapter ____, the _____ shall be a President, 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 a vacancy occurs in any one or more of the offices specified by these By-Laws, the successor(s) 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 (Latest 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, thirty (30) 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 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 (Latest Revised Edition) shall govern this Chapter.

PRESIDENT _____ DATE: _____

VICE PRESIDENT _____ DATE: _____

TREASURER _____ DATE: _____

SECRETARY _____ DATE: _____