

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

ADVERTISING BY NSDCA

1. NSDCA may use commercial advertising for promotion, as directed by the BOD, as funds allow.
2. NSDCA shall send Press Release materials in an effort to obtain free advertising.
3. Display booths and/or square dance demonstrations at RV shows, fairs, etc., shall be encouraged.

ADVERTISING IN TIMES

1. Rates for ads in the TIMES are set by the Editor and approved by the Board Of Directors.
2. A 10% discount shall be given 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 full-page ad at half price once a year.
5. Permanent Camporee vendors shall be asked to place an ad in at least two (2) issues of TIMES per year.

BADGE MAKER

1. Reports to NSDCA Secretary
2. The Official NSDCA badge shall be for members, their minor children or grandchildren only.

BOARD FOF DIRECTORS

1. Each BOD position shall submit article for each issue of the TIMES.
2. Shall determine the new member initial membership fee.
3. Shall schedule a chapter representative meeting during the International Camporee.
4. Shall schedule a meeting with the Area and State representatives annually during the International Camporee.
5. Shall meet with each staff member individually annually during the International Camporee.
6. Shall review the effectiveness of the Badge maker, Insignia chairperson, Membership Computer Services/Secretary, and TIMES editor annually.
7. Shall review all job descriptions every 5 years.
8. Shall appoint a Camporee liaison upon acceptance of a Camporee bid.
9. Shall keep in close contact with the Camporee Liaison throughout the planning period and up to the Camporee.
10. Shall provide a supply of emergency information tags for each Camporee.
11. Shall invite the newly elected BOD member to attend the Board meeting held immediately before taking office.
12. Shall have a contingency plan in place in the event there is no host for the Camporee.

BONDING

1. NSDCA Treasurer, President, TIMES Editor(s), and Camporee General Chairman and Treasurer (current and future next year Camporee) shall be bonded through regular insurance company.
2. Bonding amount to be \$30,000.

BYLAWS

1. NSDCA, Inc. By-laws shall be published annually in the NSDCA TIMES and International Camporee Annual Report book.
2. A copy of Standardized By-laws (Chapter format) shall be placed in chapter formation kits. Upon adoption by the chapter, a signed copy shall be made and returned to NSDCA Secretary for the permanent file.

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 provide over the exchange of NSDCA Camporee equipment at the end of each Camporee.

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. Chapters who find it necessary to limit its membership must make NSDCA information available and supply an application whereby the new potential members may be processed through the national office of NSDCA, Inc.
7. USA Chapters are to provide an IRS Form 1099 Misc. to any person being paid \$600 or more annually by the Chapter.
8. 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.
9. 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 and Chapter number at the time the Charter is issued. Sequential numbers are to be used and Chapter numbers of disbanded chapters will 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 (#3 & #4 above).
5. All replacements charters should be an exact copy of the original with the exception of BOD signatures. Replacement charter to be dated same as original and plainly marked "REPLACEMENT CHARTER".

EQUIPMENT

1. Treasurer shall request an updated inventory list of NSDCA equipment/property from all Staff and Board Members annually before the end of the fiscal year.
2. All NSDCA equipment shall be marked with an engraving pen.

FINANCIAL

1. All funds shall be submitted in US currency.
2. A receipted accounting of expenses shall be made for all cash advancements.
3. A receipted accounting of expenses shall be made for petty cash accounts before reimbursements are made.
4. A professional accountant shall review NSDCA financial records annually.
5. 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.

INSIGNIA/INSIGNIA CHAIRPERSON

1. Reports to Treasurer.
2. Shall be responsible for the purchasing (with BOD approval), and filling of orders by NSDCA individual members, chapters or state organizations. Including the purchasing of order forms and supplies needed for mailing of said orders.
3. Shall determine selling price of item to be not less than 20% over the actual cost (including freight, etc).
4. May receive Insignia orders directly from membership.
5. Mail orders shall be for a minimum of \$5.00. Purchaser shall pay mailing charges.
6. Shall turn over all monies received to NSDCA Treasurer within three weeks of receipt.
7. Shall send an inventory report to Treasurer by January 15, May 15, and August 15.
8. NSDCA insignia items sent to sell at a State Camporee shall be billed at LOT price. The Camporee shall sell at the predetermined unit price and pay sales tax in states where required.

INSURANCE

1. NSDCA shall carry blanket liability insurance.
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. NSDCA shall carry bonding insurance as described in bylaws and standing rule "BONDING".
5. Insurance policies shall be kept on file with the Treasurer.

MAIL PERSON

1. Reports to the Secretary.
2. Shall send mail to Secretary weekly.
3. Shall have petty cash (amount to be determined by BOD) to be used for postage due and for forwarding NSDCA mail.

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 those not represented.
5. Membership held in more than one chapter shall be known as associate membership.
6. An associate member may not hold office or vote in the associate chapter.
7. Any youth member who pays a membership above the family membership has a vote regardless of age.
8. All active members properly registered at an International Camporee and attending the Annual Meeting are eligible to vote.
9. An active member not registered for the International Camporee may attend the Annual Meeting.
10. Members not in good standing (Dues not paid) 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.
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 shall be in the TIMES immediately before the election.
3. The Tabulation Committee shall be appointed at the Winter Board meeting after the nominees are placed on the ballot and shall not consist of members from the nominating committee or nominees chapters.
4. Counting of ballots should be delayed two weeks past postmark deadline giving the ones from Canada sufficient time to arrive.
5. COPIES of the original ballot are not to be counted and will be declared VOID. (This is extremely important should the vote count be close.)
6. Election results (names of winners – not vote count) to be published in the first issue of TIMES following election (Sept).
7. BOD members may serve at the State/Provincial or Chapter level simultaneously but shall not be allowed to serve as a staff member, representative, or Camporee general chairperson at the same time.

PRESIDENT [Also see Job Description and Bylaws]

1. Shall act as liaison between BOD and Historian, Showcase of Ideas, Web Master, Nominating Committee, Tabulation Committee and other unassigned appointed committee(s).
2. Shall be an authorized signer on all bank accounts.
3. Shall submit application for the Showcase of Ideas booth at the National Convention or verify the Showcase of Ideas Representative did it. Copy 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, before submitting to the TIMES Spring issue, contact BOD for their approval, names of persons who have consented to be nominees.
8. Shall convey election results to candidates, BOD, Area/State Representatives, & Staff as soon as possible after receiving results.
9. Shall beware of Registered Marks Renewal dates & appoint BOD (if other than treasurer) to start process six months in advance.

PUBLICITY/PRESS RELEASES

1. Publicity chairperson reports to the Secretary.
2. The BOD authorizes twice a year NSDCA press release mailings with a tear sheet for response mailing.
(To save postage multiple releases may be included with each mailing)
3. The Mailing list and Tear Sheet shall be submitted to the Secretary for BOD authorization to control mailing costs.
4. Chairperson may add or delete names on mailing list, at their discretion, keeping within the approved restrictions.
5. No maximum restriction on Press releases, sent by electronic means, as long as no additional cost is incurred.

REGISTERED MARKS (TRADEMARK [Logo])

1. Trademark Registration #952449 [National Square Dance Campers with fire logs] will expire March 07,2013. NSDCA must commence renewal application in October 2012.
2. Trademark Registration #1,891,537 [NSD Camper with fire logs] will expire April 29, 2015. NSDCA must commence renewal application in November 2014.
3. All original paperwork of Registered Marks shall be kept in a safe deposit box.
4. Legal and Proper Use of NSDCA, Inc. Registered Marks shall be included in the Chapter and State/Provincial Formation Kits and membership packets.
5. Wording (National Square Dance Camper) or letters (NSD Camper) may be used on badges.
6. Chapters shall be allowed to use registered mark alone on stationery and banners without seeking pre-approval from BOD.
7. When Registered Marks are 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.

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. Phone – full amount of receipt
 - c. Mileage – at \$0.22 per mile
 - d. Miscellaneous – with approval – full amount of receipt
 - e. Non-receipted expenses up to \$20.00 per year
2. Request for reimbursement shall be submitted, at least annually, before May 31.
3. At an official board meeting, other than at an International Camporee, mileage or transportation, accommodations, and meals will be reimbursed.
4. At an International Camporee, any participating National Board or Staff Member shall be reimbursed for any additional camping days, when early arrival is required for BOD meetings.
5. BOD members shall be entitled to one restaurant BOD group dinner International Camporee.
6. With approval of Vice President, Area Reps may be reimbursed for expenses incurred in the forming of a new Chapter.
7. Reimbursement for Reps going out of town to promote NSDCA will be \$50.00 per day plus mileage with a maximum of two nights stay and two days travel allowance each request with prior BOD approval.
8. Reimbursement for other BOD authorized trips will be lodging (at reasonable going rate) or camping (at reasonable going rate) and meals at \$10.00 per person per day, in addition to mileage, and miscellaneous.
9. NSDCA Treasurer shall reimburse liaison for actual, personal expenses incurred while acting in this capacity. Calls made by liaison should be charged back against the Camporee.

REIMBURSEMENTS – MEMBERSHIP

1. Reimbursement of dues, i.e., due to death of spouse, will be taken up by BOD on individual case.

REPRESENTATIVES

1. There shall be seven (7) Area Representatives (AR) NE (North East), SE (South East), NC (North Central), SC (South Central), NW (North West), SW (South West) and Canada.
2. There shall be a State Representative (SR) from 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 submit resume (Form-XI) before appointment.
5. Candidates shall be appointed with approval of National Board of Directors (BOD) after review of resume.
6. Appointments shall be for one year at a time. There is no limit to the number of reappointments of an AR/SR.
7. 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.

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REPRESENTATIVES (Continued)

8. Representatives shall:
 - a. Submit a report of activities each year before reappointment. It should include Camporees they have attended, meetings, etc., including activities promoting NSDCA membership.
 - b. Send out MAL membership cards along with a letter about chapters in the area where MAL resides. Copy of letter shall be sent to area Chapter(s) and NSDCA Vice President (VP).
 - c. Follow up chapter formation inquiries with phone call to see how "things" are progressing.
 - 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. Have, for their use only, a supply of NSDCA stationary.
 - g. Inform the TIMES how many copies of the TIMES they want to receive. (If more are needed, they may be requested.)

SAFE DEPOSIT BOX

1. BOD shall rent a safety deposit box.
2. Contents to include all important papers (By-laws, Incorporation Papers, Registered Marks (Trademark), etc.), historical items, and information on how the organization was started.
3. Original copies shall be in the safe deposit box with each BOD member having a copy.
4. Two members of the BOD shall have signature authority. When a change of signers needs to be made the newest member of the BOD should be the replacement.

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

1. Shall be liaison to BOD for Badge maker and Publicity Chairperson.
2. Shall maintain file of all Chapter By-laws, roster and all other important papers.
3. Shall maintain a complete list of all items in the safe deposit box and provide copies for other BOD files.
4. Shall stamp all mail "Received", the day received.
5. Shall open all mail, record, and distribute to appropriate person(s)
6. Shall maintain for eighteen months a record of all mail received and CC to other BOD members regularly.
7. Shall record all meetings. (NSDCA to purchase tape recorder as needed.) Keep tapes one fiscal year and/or until minutes are approved which ever is latter.
8. Shall send "draft" copy of minutes of all meetings to BOD within 90 days of meeting for additions or corrections.
9. Shall make a separate list of all actions items from minutes and send to all BOD members along with minutes.
10. Shall bring final copy of the minutes to next BOD for final approval.
11. Shall hand write, on the official copy, the date of approval.
12. Shall maintain approved copy of all minutes in year-to-year binder indefinitely.
13. Shall provide President with approved copy of minutes for President's year-to-year binder.
14. Shall send BOD meeting minutes only to BOD members.
15. Shall issue a copy of minutes from previous Annual Meeting for use in the current Annual Report book.
16. Shall provide Sign In Sheet for attendance meetings during the International Camporee.
17. Shall maintain supply of stationary (letterhead, all sizes envelopes, memos, etc.) and order as necessary.
18. Shall bring supply of stationery to the International Camporee for distribution just to the BOD, Staff, and Reps.
19. Shall be holder of one of the two Safe Deposit keys and keep a copy of signature authorization card.
20. Shall annually send thank you note/letter of appreciation to Badge maker, Publicity chairperson and mail pickup person.

SHOWCASE OF IDEAS

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 latter than May 1st) a box of TIMES, 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. A minimum of four (4) currently paid up active chapters of the NSDCA, Inc., is needed to charter a State Association.
2. The charter will be issued upon receiving:
 - a. The application
 - b. Roster of all charter chapters
 - c. The signed Association By-laws.

STATE/PROVINCIAL ASSOCIATIONS (Continued)

3. There will at all times be a minimum of four (4) currently paid up active chapters of the NSDCA, Inc., in the State Association.
4. NSDCA, Inc. will in no case be held liable for any indebtedness or act of a State 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 be arrange for an inventory of State/Provincial Association property and records each year.

TIMES and TIMES EDITOR

1. The TIMES Editor reports to the Treasurer.
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. TIMES subscription, the BOD shall establish rate.
7. "Statement of Ownership" shall be printed in the first issue after October each year.
8. The address, phone number, and E-mail address (when available) of BOD members, Area and State Representatives, and Staff shall appear in each issue of the TIMES.
9. A change of address form shall be printed in the TIMES.
10. TIMES Editor shall collect advertisement money with ad then Editor will send money to Treasurer.
11. The Spring issue shall include:
 - a. Photograph and biography of nominees.
 - b. Membership application form.
 - c. Registration form for next Camporee.
 - d. Date and Times of Chapter Representatives and Annual Membership Meetings.
 - e. Directly listing of all NSDCA Chapters.
 - f. Objectives of NSDCA.
12. The Summer issue shall include:
 - a. Registration form for the next Camporee.
 - b. Member application form.
 - c. Explanation of Insurance coverage.
13. The Fall issue shall include:
 - a. Membership application form.
 - b. Election results
 - c. Picture of the "new" BOD
 - d. Summary of Annual Reports from the International Camporee, if space available
 - e. Pictures from the International Camporee
14. The Winter Issue shall include:
 - a. Membership application form
 - b. Description of Proper Use of Registered Marks (Trademark)
 - c. A map depicting the area corresponding to each Representative
 - d. Associate membership rules.
15. The Membership Software generates labels for 'Paid Up' Members ONLY.
16. Shall prepare and distribute publication information materials to all chapters annually.
17. Non NSDCA Camping and Square Dance activities may be included if space is available.
18. Dates of the International Camporee shall be prominently displayed in the TIMES.
19. Pictures sent to the TIMES shall be returned to the sender if a self-addressed, stamped envelope has been provided.
20. Pictures taken at NSDCA activities should be given to the Historian when Editor has no further use for them.
21. BOD members, Area/State Representatives, and Membership Secretary shall receive extra copies as requested.
22. Shall charge \$2.50 for a replacement copy of the TIMES. Money goes to the Treasurer.
23. Shall set up a table displaying previous issues of the TIMES at all International Camporees.

TREASURER [Also see Job Description]

1. Shall be liaison to BOD for Insignia Chairperson, permanent vendors and Times Editor.
2. Shall be responsible for renewing the REGISTERED MARKS (Trademark).
3. Shall provide the President either a book of checks or at least 2 or 3 checks (keeping numbers to file) to be used in a dire emergency.
4. Shall monthly send out financial report including copies of the ledger and bank statement (if not sent by Secretary) to BOD
5. Shall remind Insignia Secretary about the need for inventory report after Camporee and before end of audit year.
6. Shall annually (before end of the fiscal year) request an updated inventory list of NSDCA equipment/property from all Staff, Reps, and Board Members and provide to the Accountant.
7. Shall submit end of year financial report and records (copies of ledger, all bank statements, etc. as requested by the Auditor) to the Accountant at the end of the fiscal year, annually. (DOES NOT HAVE TO BE A CPA)
8. Shall annually, following the International Camporee, file ASCAP report and pay fee.
9. Shall reimburse all overpayments.
10. Shall make ALL financial transactions by check or Credit Card but NO cash transactions.
11. Shall send annual thank you note/letter of appreciation to Insignia Secretary and Times Editor.

VENDORS

1. Permanent Vendors must be NSDCA members. Local Vendors do not have to be NSDCA members.
2. The Camporee Chairman shall determine the number of vendors.
3. Permanent vendors shall be required to place ad in the TIMES a minimum of two (2) times a year.
4. All camping vendors shall pay the camping fee for the camping spaces they use.

VICE PRESIDENT

1. Shall be liaison to BOD for Representatives, Membership Secretary, and new Chapter Formation Chairman.
2. Shall be responsible for updating Representative Handbook.
3. Shall send minutes of Annual Representative Meeting to all Representatives.
4. Shall be responsible for the Association Seal.
5. Shall complete and send out all charters.
6. Shall be responsible for updating and display (in the Plus Hall) the attendance banner at the annual International Camporee.
 - a. Obtain a listing of the number of units from each State/Province (for banner) in time to prepare banner for display on Thursday of International Camporee.
 - b. Flag each State/Province with number of units from that State/Province; a different color flag will indicate the Host State/Province.
7. Shall contact president of all chapters (and copy to all chapter officers) who have not renewed by 4/30 of each year.
8. Submit to TIMES Editor and Webmaster the names, address, etc. of representatives as changes occur.
9. Shall provide updated Officers, Representatives, and Staff names, address, etc., to the BOD, Representatives, and Staff as changes occur.
10. Shall maintain a log of the number of inquiries and follow up as to the actual numbers who become members.
11. Shall maintain a supply of Camporee guideline booklets, membership applications, and flyers.
12. Shall maintain inventory list of Camporee materials and preside over the exchange of these materials at the end of the International Camporee.
13. Shall send annual thank you note/letter of appreciation to the Area/State Representatives and Membership Secretary.

WEBMASTER

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