

**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 object 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 completed a prescribed course in square dancing or clearly demonstrate the equivalent ability in established square dance clubs and who at regular vacation intervals reside at a vacation site, as in a woods, forest, seashore, et cetera, in a tent, trailer, motor home, van or other temporary shelter, not to include temporary residence in a motel, hotel, tourist room, or other organized facilities catering principally to transient travelers and vacationers and which normally furnish bedding, sanitary facilities, controlled air, and other refinements of normal day-to-day living. Membership is primarily through chapters. Those not affiliated with a chapter shall be Members At Large (MAL).

Section 2. Joining NSDCA

- a) All persons applying for membership shall complete an official membership application blank.
- b) Application blanks shall be available from officers at the International Camporee, State/Provincial/ Chapter Association meetings, Camporees, the NSDCA. Secretary, and such other places as the Board of Directors may select.
- c) Membership shall be indicated by a current membership card.
- d) No application submitted during the week before or during the International Camporee of the NSDCA shall become effective until the close of the Camporee.

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 of Directors. They shall be protected by indemnity recourse as a result of any lawful actions while representing the association.

Section 2. Composition

- a) The Board of Directors shall consist of those members in good standing, elected as officers in any combination of single/couples, which provides from 6 to 8 people. Each person shall have one vote on all matters pertaining to the Association.
- b) Board members shall be elected for a four-year term and may succeed themselves no more than once. An appointment to the BOD 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.
- c) No member of the Board of Directors may be compensated for services performed as a member of the Board of Directors.

Section 3. Duties

- a) It shall be the duty of the Board of Directors to establish policy and rules of procedure and practice and also 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 upon request.

Section 4. Meetings

- a) Meetings of the Board of Directors 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) Decisions shall be by concurrence of the majority of members present and voting.
- c) A majority of Board of Directors at a scheduled Board of Directors meeting shall constitute a quorum for the transaction of business.
- d) The Board of Directors present at the Annual Meeting or any regularly called meeting of the Association shall constitute a quorum for the transaction of business.

Article V

Officers

Section 1. President

- a) Shall preside at all meetings of the Association and Board of Directors.
- 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.

- d) Shall arrange for an audit of all financial records prior to the end of each fiscal year.
- 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 BOD (Board of Directors).

Section 3. Secretary

- a) Shall compose and keep a record of the minutes of all meetings of the Association and BOD.
- b) Mail a copy of these minutes to all members of the BOD within ninety (90) days of the meetings.
- c) Perform such other duties as prescribed by the BOD.

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 BOD.
- c) All withdrawals of funds shall be on checks or orders signed by the Treasurer or President or as authorized by the BOD. Expenses incurred in performance of assigned duties shall be reimbursed.
- d) Maintain an inventory list of all NSDCA owned equipment.
- e) Prepare and submit a statement of the financial condition of the Association for the Annual Report and at such times and in such manner as the BOD may require.
- f) Perform such other duties as prescribed by the BOD.

Article VI

Meetings

Section 1. Annual Meeting

- a) Shall be held not earlier than June 15, nor later than September 10, at such time and place as selected by the BOD. 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) Any member may, in writing or in person, request the BOD to bring up for discussion at the Annual Meeting any matter in which he/she may be interested.
- d) Members in attendance at the Annual Meeting of the Association shall constitute a quorum for the transaction of business.

Section 2. Special Meetings

The BOD 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.

Article VII

National Staff

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

Section 1. Publications

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

The Editor shall:

- a) Gather and, with Board of Director 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 of Directors. All funds from sales of advertising must be accounted for to the Treasurer.

Section 2. Insignia

- a) Order, with Board of Director approval, and sells to members and chapters merchandise with the Association emblem displayed on it.
- b) Keep a continuing record of inventory and sales to be presented to the Board of Directors 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 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 by the Board of Directors.
- c) Arrange the distribution of membership lists as indicated in the job description and as instructed by the Board of Directors.

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 time he/she thinks it to be appropriate.

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. Area, State/Provincial Representatives

- a) Shall be the contact person for chapters and members in an assigned area, as determined by the Board of Directors.
- 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 BOD 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 BOD, a past member of the BOD, a State/Area Representative, and an active Chapter Contact Person.
- b) The Board member shall be the chairman of 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 BOD.
- e) The chairman of the committee should represent the Board in presenting amendment proposals to the membership.
- f) Members of the committee shall serve at the pleasure of the BOD.

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 BOD 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 BOD shall deem advisable.

Article IX

Nominations and Elections

Section 1. Procedure for Nomination

- a) The President of the BOD 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 BOD) shall submit to the President of the BOD, no later than January 5 of the following year, no less than two (2) member units nominees to fill the one vacancy on the BOD. 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 representation on the BOD cannot be accepted (Ref. Article IV, Section 2b).

Section 2. Election

- a) Election of members to the Board of Directors will be conducted via U.S. or Canadian mails to assure every member an opportunity to vote for Board members.
- b) Information concerning the nominees shall be published in the Spring issue of NSDCA TIMES.
- c) The President of the Board of Directors shall have official ballots printed and mailed to each member in good standing no later than May 1.
- d) The President of the Board of Directors shall appoint a Tabulation Committee of no less than three (3) couples who may be from one chapter but not from the same chapter(s) represented by the nominees or the nominating committee members.
- e) All ballots are to be returned to the Tabulation Committee postmarked no later than June 1. Election results are to be tabulated and the results referred to the President of the Board of Directors no later than June 15 preceding the Annual Meeting.

Section 3. Assumption of Office

The newly elected Board members will take office at the close of the Annual Meeting immediately following their election.

Article X

Dues

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

Section 2. The BOD with the approval of the membership in attendance at the Annual Meeting shall establish new Member Initial Dues PLUS the cost of membership badge(s).

Section 3.

- a) Shall be payable by January 1.
- b) Any member in arrears of payment after February 1 shall be notified in writing of no longer being an active member unless dues 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.

Section 4. Reinstatement

- a) A member who pays all dues in arrears within six (6) months of being placed on the inactive list shall be reinstated without penalty.
- b) A member who has been inactive for more than six (6) months shall pay New Member Initial Dues.

Article XI

Chapters and Associations

Section 1.

- a) NSDCA is empowered and authorized to issue charters to chapters and state/provincial associations composed of Square Dance Campers who are eligible for membership pursuant to the By-Laws of NSDCA.
- b) All members of chapter and state/provincial 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.

Section 3. The term "state/provincial association" shall mean an organized unit of at least four (4) chapters organized in and for the separate states of the United States or provinces of Canada.

Section 4.

- a) To form a chapter there must be a minimum of 16 adult members.
- 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 Directors of NSDCA is authorized and empowered to promulgate rules and regulations:

- a) Governing the admission of chapters and state/provincial 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 associations shall be subject to the approval of the Board of Directors.

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 of Directors, 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