Constitution and Bylaws Regarding the Company

Article IV – Companies
Section 1: Membership and Duties
A. Companies shall be the governing boards and shall be responsible for coordinating and assisting the work of their camps and for furthering the interests, policies, and objectives of the International organization within their respective companies.

B. Companies shall be governed by the Constitution and Bylaws of the International organization. They may make their own bylaws and policies relating to company affairs, insofar as there is no conflict with International Bylaws.

C. All camps shall be members of their respective company organization.

Section 2: Name
Each company shall be named for the geographical county in which it is organized. If a company is divided, each new company shall retain its geographical county name with the addition of its company name that may be an appropriate name representative of the locality as approved by the International Board.

Section 3: Organization
A. The company president, or such alternate as she may designate, may organize or divide camps within that company along definite lines. Upon approval by the company, newly organized camps become a part of the organization.

B. When ten or more lineal descendants of Utah pioneers living in an unorganized company area shall petition the International Board to be formed into a company of this organization, the International president shall issue authority for such an organization to be created. After an election has been held and the International Board has given its approval, the newly formed company becomes a part of this organization.

Section 4: Company Officers
A. Company officers shall be active registered members of the organization and shall consist of the following: president, first vice-president, second vice-president, recording secretary, corresponding secretary, treasurer, registrar, and historian. Museum director, chorister, accompanist, parliamentarian, chaplain, lesson leader, and other necessary officers and committees may be appointed by the president with approval of her executive committee and board.

B. Company officers shall be registered active members who are legally domiciled and currently residing within the boundaries of the company and shall be members of the camps located therein. If a company president must move, she may petition the International Board to allow her to serve as company president. She must be a member of a camp within the boundaries of said company.
Section 5: Duties of Officers

A. President - The president shall preside at all company meetings and annual district conventions and shall be ex-officio chairperson of the company executive committee. She may call special meetings when necessary. She shall present for consideration business of the organization and policies determined by the International Board. She shall be an ex-officio member of all committees of the company except the Nominating Committee. At the annual company district convention, she shall make a report of the year’s work. She shall, with the consent of her executive committee and board, authorize disbursements of all monies and shall have treasurer’s records reviewed annually. She shall sign all correspondence pertaining to company business. A company president shall not enter into any legal agreements or contracts without prior approval of ISDUP.

B. Vice-Presidents - The first and second vice-presidents shall assist the president in any work she may delegate to them and counsel with her upon all important matters affecting the company organization. In case of the absence of the president, or her inability to act, the first vice-president shall assume the responsibilities of the president. If the first vice-president cannot act, the second vice-president shall assume the president’s responsibilities. She shall act until the absence or inability ceases. If the president resigns or dies in office, the officer assuming her responsibilities shall be known as president (see Standing Rules for DUP Companies and Camps, Leave of Absence, Section 9).

C. Recording Secretary - Recording secretary of the company shall keep a roll of members of the company board and of officers of camps in her company, and a record of all meetings of the company. Following company elections, she shall send the slate of new officers to the International Membership Department. Following camp elections, she shall send the name of the new camp captain to International Board. She shall record minutes of company district conventions and shall read them for approval and acceptance at the next company board meeting. She shall prepare the Annual Statistical Report from reports received from camp secretaries and forward it to the International Board by June 30.

D. Corresponding Secretary - Corresponding secretary shall conduct all correspondence of the company under direction of the president who shall sign all correspondence pertaining to company business. She shall give notice of time and place of all meetings and keep files of all business letters of the company.

E. Treasurer - Treasurer shall be responsible for collection of annual dues from camps by October 15 of each year and for forwarding of International dues with the Annual Company Financial Report and Membership Report to International Membership Department by October 31. She shall keep a roll of camp treasurers by name and address. She shall collect other monies for the company and shall make disbursements as directed by the president. She shall make a file of vouchers for all disbursements; keep an account of all receipts and expenditures, make a report to the company whenever called upon, and present a written and verbal report at annual company convention. Company president shall have treasurer’s records reviewed annually by company president and two of her board members before her written report is given at the annual convention. This report is also sent to International Board. In small companies, the office of treasurer may be combined with that of recording secretary. Three members of the executive committee should be authorized to sign checks. At least two signatures are required on all checks.
F. Registrar - Company registrar shall receive from the camp registrars all applications for membership, see that all papers are properly filled out, endorsed and verified, add her signature and present applications to the International Board registrar. Upon return of the Certificate of Membership from International Board registrar, company officers will sign the certificate and forward it to registrar of the camp in which applicant seeks membership. Camp officers will then sign the certificate and present it to the new member. Company registrar will keep a record of all application papers and their progress while being completed.

G. Historian - Company historian shall collect pioneer histories, manuscripts, photographs, maps, locality, and settlement information from camp historians and forward the material to International Historian. Information sent to International historian shall contain information about pioneers who came to the Utah Territory/State of Deseret, died crossing the plains, or were born in the Utah Territory/State of Deseret before May 10, 1869.

H. Museum Director & Museum Board - (Applicable where company/companies owns/own a museum, building, log cabin, and/or artifacts collection) The museum director and museum board shall be appointed by company president/s and serve under the company executive board. The director shall serve for a term of two years and shall be eligible for reappointment, but not to exceed three consecutive terms.

1) Company museum shall have a museum board of directors that shall consist of a minimum of three members. These shall include the company president/s, museum director, and others chosen jointly by the president/s and director. Museum board, together with museum director, shall be responsible for establishing museum projects, solving museum problems, determining museum priorities, and seeing that all museum matters are handled in an accountable manner. Day-to-day operations and application of decisions made by the museum board will be carried out by museum director and museum staff. Museum director and museum staff shall receive, list, preserve, and display artifacts and pictures in such places and manner as is consistent with ISDUP Museum Mission Statement. They shall be bound by ISDUP Museum Policies & Guidelines.

2) Company museum collections are owned by the company/companies. All donated artifacts and pictures become property of the company/companies and may not be sold, returned to their former owners, or loaned for any purpose. No accessioned artifact may be used or displayed in a location separate from the established museum collection. If a company becomes unable to care for its collection, that collection becomes property of ISDUP. Upon receipt of the museum board of directors’ decision, company president/presidents shall immediately notify in writing the International president.

Section 6: Committees

A. Executive Committee: The Executive Committee shall consist of the president, first vice-president, second vice-president, recording secretary, corresponding secretary, and treasurer. Its members shall counsel together upon all important questions affecting the company organization. It shall appoint members of standing committees and shall act for the company in the interim between meetings of the company.
B. Standing Committees Standing committees are: Membership, Sponsors, Memorial, Entertainment, Artifacts, Lesson Contributions, Marker, Publicity, Publications, Scrapbooks, and such others as may be necessary. Their members shall serve until the end of the biennium.

C. Special Committees The president, as approved by the Executive Committee, may appoint special committees. These may include committees on nominations, elections, place of meeting, special programs, and such others as may be necessary. Their members serve until their assignment is completed and their final report made.

Section 7: Company Meetings
A. The company may meet once a month, or as often as its Executive Committee shall decide, with officers or representatives from the camps, to preview the month’s work and to conduct the general business of the company organization.

B. Company board shall meet regularly once a month or at the call of the company president.

C. Meetings of the Executive Committee and of other standing committees are subject to the call of their chairperson.

D. Daughters of Utah Pioneers Jubilee is the annual celebration of the year’s accomplishments, in recognition of Brigham Young’s birthday, June 1, 1801.

Section 8: Company or District Conventions
A. Company or district conventions shall be held once a year. A district convention consists of one, two or more companies and is called at the discretion of the International Executive Committee.

B. Minutes of the company district convention shall be read for approval and acceptance at the next company board meeting.

Section 9: Reports
A. Company treasurer shall receive dues from camp treasurers by October 15 and forward the company Annual Financial Report and Membership Report with International dues to International Membership Department by October 31.

B. Company recording secretary shall compile reports from all camps into Annual Statistical Report that covers the period from June 1 through May 31 and forward it to International Membership Department by June 30.

Section 10: Elections
A. Officers of the Company
1) Officers who constitute the company board shall be elected at the company biennial election meeting in March of odd numbered years.

2) Officers to be elected shall be president, first vice-president, second vice-president, recording secretary, corresponding secretary, treasurer, registrar, and historian. The president, with the approval of her executive committee and board, shall appoint other necessary officers such as chorister, accompanist, chaplain, parliamentarian, lesson leader, outreach director, and museum
director after the election has been completed. In small companies, secretary and treasurer may be combined.

B. Nominating Committee The president shall appoint a nominating committee consisting of five or more members at least three months prior to the biennial election. The committee shall nominate one or more members for company office and submit their report to the company and camps at least two months before the day of the election. Nominations must be called for from the floor. When a nomination is made, it must be made with permission of the nominee. The Parliamentarian should not serve on the Nominating Committee.

C. Election Committee The president shall appoint an election committee consisting of five or more members at least one month prior to the biennial election. This committee shall prepare ballots, conduct election at election meeting and if possible, report results to the assembly before election meeting adjourns. The Nominating Committee may also be asked to serve as the election committee. The Parliamentarian should not serve on the Election Committee.

D. Method of Election The voting shall be by ballot. Nominations must be called for from the floor for each office. The person receiving a majority of the affirmative votes shall be elected. All nominees who are unopposed may be voted into office by acclamation. Absentee ballots may be used in a company election if received from active member of said company. All camp captains must be sent written notice of election meetings and notify all camp members. (Company elections can follow the same procedures as International. Parliamentarian should not be appointed as a delegate).

E. Privileges All active members of a company organization are entitled to be present at their company election meeting and to participate in discussions and vote.

F. Term of office

1) Officers to be elected shall serve for a term of two years and shall be eligible for reelection, but not to exceed three consecutive terms.

2) Beginning of the terms of officers and committee chairpersons shall be June 1, which is the beginning of the fiscal year. Incumbent officers shall continue to hold office until May 31 or until their successors have been successfully installed. An International Board member or other appointee of International president shall complete installation of company officers.

3) An officer may be removed for cause at any regular meeting by a two-thirds affirmative vote of the members present, after proper notice in writing and opportunity for hearing has been given.

4) The executive committee of the company shall fill, by appointment all vacancies in office occurring in the interim between biennial company elections.

5) All company officers are to be installed after each biennial election even when reelected. Elections must be held even when all officers desire to remain in their current positions.