ISDUP Bylaws Regarding Camps

Article V – Camps

Section 1: Camps
Camps shall cooperate with the International organization and companies in their general work while carrying on independent local work. Camps shall be governed by the Constitution and Bylaws of the International organization. They may make their own bylaws relating to camp affairs, insofar as there is no conflict with the company or International Bylaws.

Section 2: Organization
A. Whenever ten or more lineal descendants of Utah pioneers desire to be formed into a camp in this organization, they may petition their company, or in case their area is not organized, the International Board, to be so organized. When their credentials are approved, their election held, and the respective company votes to admit them, they become a part of this association. A lesser number may form a camp by consent of the International President.

B. Charter members are those who join the Daughters of Utah Pioneers at a new camp organization meeting. Charter sheets for new camp members with a registration number are available for a small fee from the International office.

C. When a camp is divided, the money in its treasury and all other property belonging to the camp shall be divided in proportion to the transfer of its paid membership.

D. When there is only one camp in a company, the camp functions as a camp and a company organization and is known as a one camp company. The leader of a one camp company will be known as company president. She shall be elected during odd numbered years and functions as company president. She will receive all information from International Board pertaining to the office of company president.

E. A new company shall be established as soon as two or more camps are organized in one company.

Section 3: Name
Camp members with the approval of the company shall select the name of the camp, but it may not be changed or altered without permission from the International Board.

Section 4: Camp Officers
A. Camp elected executive officers shall be as follows: captain, first and second vice-captain, secretary, and treasurer. Other elected officers are registrar and historian. Chorister, accompanist, chaplain, parliamentarian, museum leader, lesson leader, outreach director, and other necessary officers and committees may be appointed. Executive officers shall be the presiding board of the camp.

B. Camp officers, with dues currently paid, shall be registered members of the camp where they are elected.
Section 5: Duties of Officers

A. Captain
1) The captain shall preside at and conduct all camp meetings where she shall present for consideration business of the camp and further the interests and policies of the organization.
2) She may call special meetings when necessary.
3) After consultation with her executive committee, she may fill any vacancy that occurs in office with the exception of captain and appoint all camp committees.
4) She is an ex-officio member of all committees except the nominating committee.
5) At the conclusion of her term of office, she shall review before the camp the work accomplished during the preceding two years.
6) She shall, with the consent of her executive committee, authorize disbursement of all monies.
7) She shall sign all correspondence pertaining to camp business.
8) She and two others, not including the treasurer, shall review the treasurer’s financial records annually.

B. Vice-Captains
1) First and second vice-captains shall assist the captain in any work she may delegate to them and counsel with her in all important matters pertaining to the camp.
2) In case of the absence of the captain, or her inability to act, first vice-captain shall assume the captain’s responsibilities. If the first vice-captain cannot act, the second vice-captain shall assume the captain’s responsibilities. If the captain resigns or dies in office, the officer assuming her responsibilities shall be known as captain; see Standing Rules for Companies and Camps, Leave of Absence, section 9D.

C. Secretary-Treasurer
1) Secretary-treasurer shall keep a record of all camp meetings and a roll of all members (including inactive) of the camp with their registration number and payment of dues. This roll should also include applicants; see Constitution - Article I, Section 2A.
2) A Member-at-Large is not added to a camp roll until she decides to affiliate with a camp.
3) Secretary shall also keep the officer’s list current, and it should be sent to the company recording secretary whenever there are elections or changes.
4) Annual Camp Financial Review Report and Membership Report should be sent to the company treasurer by October 15.
5) Secretary shall prepare Annual Camp Statistical Report after the last meeting in May and forward it to the company recording secretary by June 10.
6) Secretary-Treasurer shall be prepared to give a financial report to the camp when asked to do so and make disbursements only as directed by the captain.
7) At least two signatures are required on all checks.

D. Registrar
1) Camp registrar shall provide application forms for potential members, review the application to insure the papers are properly filled out, endorsed, verified, and accompanied by ISDUP registration fee and dues. Camp and company dues will be collected after applicant is registered.
2) She then adds her signature and forwards form, registration fee, and International dues, to the company registrar.
3) When the company registrar provides Certificate of Membership to her, the camp registrar and captain sign the certificate and present completed certificate to the new member.
4) Camp registrar shall provide camp secretary with registration number of the new member. Upon request of the camp captain, the camp registrar shall report this action to camp members.
E. Historian
Camp historian shall collect pioneer histories, manuscripts, photographs, maps, and forward to company historian, histories of Utah pioneers read in her camp and other matters of vital interest. These histories shall be of pioneers who crossed the plains to the Utah Territory/State of Deseret, those who died crossing the plains before May 10, 1869, or who were born in the Utah Territory/State of Deseret before May 10, 1869. She shall not allow access to any manuscript for historical or commercial purposes except by permission of her company historian, who in turn shall refer the request to the International Executive Committee.

F. Museum Director and Museum Board (Applicable where camp/camps owns/own a museum building, log cabin and/or artifact collection.)
1) Museum director and museum board shall consist of a minimum of three members. Camp captain/captains shall be member/s of this committee.
2) 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. The day-to-day operations and application of decisions made by the museum board will be carried out by museum director and museum staff. The museum director shall receive, list, preserve, and display all artifacts and pictures in such place and manner as specified by ISDUP Museum Policies and Guidelines.
3) All artifacts become the property of the camp/camps and may not be sold, returned to the former owners, or loaned for any purpose.
4) No accessioned artifact may be used or displayed in a location separate from established museum collection.
5) If camp/camps become unable to care for the collection, that collection becomes property of the company. Upon receipt of museum director’s decision, camp captain/captains shall, immediately notify in writing company president/s.
6) Museum director shall serve for a term of two years and may be eligible for reappointment not to exceed three consecutive terms.

G. Lesson Leader
The lesson leader shall be responsible for proper presentation of the lesson at each regular camp meeting.

H. Corresponding Secretary, Chaplain, Chorister, Accompanist, etc.
These officers shall perform such duties as generally pertain to their offices.

Section 6: Committees
A. Executive Committee- Executive Committee shall consist of captain, first vice-captain, second vice-captain, secretary, and treasurer. Its members shall counsel together upon all important matters concerning the camp. It shall appoint camp committees and fill vacancies that may occur in office.

B. Standing Committees- Standing committees may be membership, memorial, entertainment, marker, publicity, and such others as may be necessary. Their members shall serve until the end of biennium.

C. Special Committees- The captain as approved by executive committee shall appoint special committees. These may include committees on nominations, election, place of meeting, special program, and such others as may be necessary. Members serve until their assignment is completed and final report is made.

Section 7: Meetings
A. Nine regular camp meetings shall be held each year at such time and place as officers may determine.

B. Recommended order of business for a camp meeting is as follows:
   - Call to order
   - Invocation
   - Pledge of Allegiance to the Flag for US members. *(Daughters of other countries may honor their flag as is appropriate.)*
   - Song “Daughters of Utah Pioneers” (page 158) or “Salute to Our Utah Pioneers” by Ruth Gatrell (page 321).
   - Minutes (read and approve)
   - Roll call
   - Announcements and business
   - Pioneer history given (suggest 10-15 minutes)
   - Artifacts or museum story presented (3-5 minutes)
   - Pioneer song
   - Lesson presented (suggest 25 minutes)
   - Adjournment

C. Officers of the camp or a delegation shall attend all company meetings held by their company to which they are invited.

D. All camp members shall attend their company or district conventions.

Section 8: Elections
A. Officers of the Camp
   1) Officers of the camp shall be elected at the biennial camp election meeting held in March of even numbered years.
   2) Officers to be elected shall be captain, first and second vice-captains, secretary and treasurer, registrar, and historian. Other necessary officers such as chorister, accompanist, chaplain, parliamentarian, lesson leader, and custodian of artifacts shall be appointed by the captain with approval of the executive committee after the election has been completed.

B. Nominating and Election Committee Captain shall appoint a Nominating Committee of three or more members at least two months prior to the biennial election. This committee shall nominate one or more members for each office, and submit their report to the camp at least one month before day of election. This committee shall prepare the ballots, conduct election at the camp meeting and if possible report result of the election before meeting adjourns. Nominations must be called for from the floor, and when a nomination is made, it must be with permission of the nominee. The Parliamentarian should not serve on Nominating or Election Committee.

C. Method of Voting
Voting shall be by ballot. The person receiving a majority of affirmative votes cast by registered active members shall be elected. All nominees who are unopposed may be voted into office by acclamation. Absentee ballots may be used in a camp election.
D. Who May Vote
Registered members whose current dues are paid may vote. During the first year of organization of a camp or company, all members whose dues are currently paid may hold office and vote. At the close of three months, a woman who has applied for membership in a camp must be registered to continue in office or vote.

E. 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 terms.
   2) The beginning of the terms of officers and committee chairperson 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 elected or appointed and have qualified by being installed.
   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) Executive committee shall fill all vacancies in office occurring in the interim between biennial elections.