# Constitution and Bylaws 

International Society<br>Daughters of Utah Pioneers



Daughters of Utah Pioneers was incorporated under Statutes of the State of Utah, April 2, 1925. International status was registered and incorporated under statutes of the State of Utah, May 24, 1993. The Constitution and Bylaws of this non-profit organization as approved - 2013

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# CONSTITUTION International Society Daughters of Utah Pioneers 

## Article I - Name

The name of this organization shall be:
INTERNATIONAL SOCIETY DAUGHTERS OF UTAH PIONEERS

## Article II - Objective

The objective of this organization shall be to perpetuate the names and achievements of the men, women, and children who were the pioneers in founding this commonwealth: by preserving old landmarks, marking historical places, collecting artifacts and histories, establishing a library of historical matter, and securing manuscripts, photographs, maps, and all such data as shall aid in perfecting a record of the Utah pioneers; by commemorating their entrance into the valley of the Great Salt Lake on July 24, 1847, and such other events and days as are important in the early history of this community; by publishing historical material; and by reviewing the lives of the pioneers; thus teaching their descendants and the citizens of our country lessons of faith, courage, fortitude, and patriotism.

This organization is international in its scope and is organized solely for historical, educational, and public purposes; it is non-political and nonsectarian.

## Article III - Membership

Any woman shall be eligible for membership in this organization who is over the age of eighteen years, of good character, and a lineal or legally adopted descendant of an ancestor who came to Utah before the completion of the railroad, May 10, 1869. The procedure for enrollment shall be as the Bylaws may provide.

## Article IV - Meetings, Officers, Elections

This organization shall have authority to determine at what times and places its meetings shall be held and the manner of notifying the members to convene at such meetings; and also from time to time in
such manner as the Bylaws may provide, to elect presidents, vice-presidents, captains, vice-captains, and such other officers as may be considered necessary, and to declare the duties and tenure of such officers. This organization shall provide by its Bylaws that its officers shall be chosen by ballots distributed by mail or otherwise, or may provide for any other manner of electing its officers.

## Article V - Organization

An International Board, companies, camps, and such other divisions as considered desirable may be formed according to such Bylaws as the society may adopt.

The International Board is the Board of Trustees of the organization and consists of the following persons: the general officers of the organization elected at the International Biennial Election Meeting and members of standing committees appointed by the International Board.

A company is the presiding board of a geographic county or of the organization of a part of a geographic county and consists of the following persons: the officers of the company elected at a biennial company election and the company standing committees.

A camp is a group of ten or more members of the society organized to carry out the objectives stated in Article II of this Constitution.

A company and the camps within the respective company together form a company organization. Members-at-Large see Bylaws Article I - Section 1B.

## Article VI - Dues

Dues and fees required of each member and the expenditures thereof shall be as the Bylaws may provide.

## Article VII - Insignia

Names of special celebrations, names of companies, camps and other divisions, insignia, dress, color, and any other designation of the organization shall be determined as the Bylaws may provide.

## Article VIII - Amendments

This Constitution and Bylaws may be amended at any International Convention of the organization by a two-thirds affirmative vote of the delegates, provided that notice of such proposed amendment has been sent to every company at least two months prior to the convention.

## Article IX - Divisions

Divisions of the organization may be added as the need arises.

# BYLAWS <br> International Society Daughters of Utah Pioneers 

## Article I - Membership

Members shall be registered.

## Section 1: Registered Members

A. Women who are enrolled in and pay annual dues through a local camp and whose applications for membership the International Board has accepted are registered members. They may hold office and vote.
B. Women who do not reside within the area of, or at present cannot participate with an organized camp, may apply for membership directly to the International Board by sending in an application form and registration fee. Upon acceptance, members shall pay dues to the International Treasurer and be registered members and designated Members-at-Large. They may not hold office or vote until they are enrolled in an organized camp.
C. A Member-at-Large is a member who pays International dues but is not affiliated with a camp.
D. A woman whose papers are filed with the International Board may become a member of any camp where she resides upon presenting her membership card. No camp may deny admission to a registered member or to an applicant who resides within its area and no camp shall maintain a waiting list. If necessary to accommodate new members, such a camp shall be divided.
E. Members of a company board or International Board retain their membership in their camp where they pay their dues and are counted for membership on the Annual Financial Review Report.
F. Women who do not have ancestors who came to the Salt Lake Valley before May 10, 1869, and have an interest in pioneer history are welcome to participate in a DUP camp where they reside. They will be called Associates of Daughters of Utah Pioneers and may participate in all activities of the organization. They cannot hold an elected office. They can hold other positions in the camp and give pioneer histories which may be sent to the International History Department for storage in the files. Associates of DUP do not pay International dues. They may make a donation to camps and companies in the amount of dues paid by active members.

## Section 2: Applicants for Membership

A. A woman who is eligible for membership, but whose application has not been submitted to or accepted by the International Board, is an applicant. An applicant has three months in which to complete her application papers and file them with the camp registrar. An applicant who has not filed her application papers within three months shall not hold office or vote until she becomes a registered member.
B. A woman who applies for membership may seek aid in filling out her registration papers (application papers) from the International Registrar or her assistant.
C. International registration fee and International dues must be paid with submission of application papers.

## Section 3: Membership Papers

A. Every application for membership shall be made in writing on duplicate forms and shall state proof of claims of descent required by the Constitution.
B. A candidate for membership must be endorsed by two members of this organization or by two reputable citizens/members. If a candidate is joining as a Member-at-Large, two witnesses shall certify that the candidate has the necessary qualifications prescribed in the Constitution.
C. Application for membership should be presented through camp and company officers to the International registrar. Membership papers may be obtained at no cost on the DUP website.
D. An exception: Members-at-Large do not submit their application papers, registration fees, and dues through a camp but directly to the International Registrar.

## Article II - Dues and Reports

## Section 1: Fiscal Year

The fiscal year shall begin June 1 and end May 31.

## Section 2: Dues

A. The International Board shall set the annual International dues for each registered member.
B. The company shall set the company dues. The company treasurer shall retain the company dues and compile the International dues from all camps and forward them to International with the Company Financial Report and the Membership Report to the International Treasurer by October 31.
C. The camp shall set camp dues. The camp treasurer shall retain camp dues and forward the company and International dues with the Camp Annual Financial Report and Membership Report to the company treasurer by October 15.
D. The International Executive Committee shall expend the annual dues paid to the International Treasurer for administration, publications, travel, markers, ways and means, Pioneer Memorial Museum maintenance, improvements and expansion, and for such other expenditures as approved by the International Executive Committee.
E. Each application for membership must include a registration fee and International dues when submitted.
F. A newly chartered camp may retain all of International dues collected the first year for organization purposes. International registration fee shall be sent with each application. The new membership roll shall be sent to International Membership Department.
G. When a member spends the winter months in a locality other than her permanent residence, she shall pay annual dues at the first camp meeting in September in the camp in the area where she resides. Proof of payment should be furnished to the camp that she visits during the winter months. She shall pay any other assessment made by the camp where she is attending and assume normal responsibilities required by the camp officers.

## Section 3: Unpaid Dues

A. Members whose dues remain unpaid after October 15 may not hold office, vote, or receive any other benefits until her dues have been paid.
B. Registration papers shall never be removed from the International files and names shall never be removed from camp rolls for reason of inactivity. Inactive members who are unable to pay dues must be reported on the Annual Financial Report and Membership Report signed by the captain that shall include name, registration number, and reason. When she is able to participate, she will be required to pay current annual dues.

## Section 4: Reports

## A. Annual Financial Review Report and Membership Report

The camp treasurer shall complete the Annual Camp Financial Review Report and the Annual Membership Report and forward with the annual International and company dues to the company treasurer by October 15 (see Constitution Article II - Section 2C). The company treasurer shall complete the Annual Company Financial Review Report and the Annual Membership Report and forward with the annual International dues and Membership Report to the International Membership Department by October 31 (see Constitution - Section 2B).

## B. Annual Statistical Report

The camp secretary shall complete the Annual Camp Statistical Report and forward it to the company recording secretary by June 15. The company recording secretary shall complete the Annual Company Statistical Report and forward it to the International Membership Department by June 30.

## C. Annual President's and Treasurer's Report

The company president and the company treasurer shall complete annual reports to be presented at company conventions. These reports shall cover information from convention to convention.

## Section 5: Contributions

This non-profit foundation and tax-exempt organization, under Code Secs. 501(c)(3), shall not make contributions from its treasuries to any other organization. Non-profit status could be affected by such contributions.

## Article III - The International Board

## Section 1: Responsibility

The International Board shall be responsible for planning and directing the development of the organization and for coordinating its various interests.

## Section 2: Organization of Companies and Camps in Unorganized Geographic

## Counties

A. The International president, or such alternate as she may designate, may organize companies or local camps throughout Utah, other states and territories of the United States, and throughout foreign countries.
B. With consent or request of the majority of a company and with approval of the International Board, the International president, or such alternate as she may designate, may divide an established company organization along district lines to form new companies.
C. Where there is only one camp in a company, the camp functions as camp and company organization (one-camp company).
D. A new company shall be formed as soon as two or more camps are organized.

## Section 3: Officers

A. The elected officers of the International Board shall be registered members of the organization and shall consist of president, first, second, third, fourth, and fifth vice-presidents, recording secretary, corresponding secretary, treasurer, registrar, and historian.
B. Appointed officers of the International Board may be: regional representatives, marker chairperson, lesson committee, newsletter editor, museum director, chaplain, parliamentarian, chorister, accompanist, and other officers as appointed by the Executive Committee.

## Section 4: Duties of Officers

A. President - The president shall preside at all International conventions and shall be ex-officio chairperson of the International Board. She may call special meetings when necessary. She shall present for consideration policies for the organization and shall be an ex-officio member of all committees of the organization except the nominating committee. The president, or such alternate as she may designate, shall represent the organization with other societies and at public meetings and conferences. At the annual International Convention, normally held in October, she shall make a report of the year's work.
B. Vice-Presidents - The first, second, third, fourth, and fifth vice-presidents shall assist the president in any work she may delegate to them and counsel with her upon all important questions affecting the organization. In case of the absence of the president, or her inability to act, the first vicepresident shall assume responsibilities of the president. If the first vice-president cannot act, then the next vice-president in order of succession 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.
C. Recording Secretary - The recording secretary of the International Board shall keep a roll of the members of the International Board and a record of all meetings of the International Board. She shall record minutes of conventions. They shall be read for approval and acceptance at the next Executive Committee meeting.
D. Corresponding Secretary - The corresponding secretary shall conduct all correspondence of the International Board under the direction of the President or the Executive Committee, give notice of time and place of all meetings, and keep files of all business letters.
E. Treasurer - The treasurer shall be responsible for collection of all annual dues and other monies of the organization and shall make disbursements as directed by International Board. She shall make and file vouchers for all disbursements, shall keep an account of all receipts and expenditures, make a report to the International Board whenever called upon, and provide a written report at the annual International Convention. The International Board shall have the treasurer's report professionally reviewed before it is given at the annual convention. Four members of the Executive Committee shall be authorized to sign checks, but only two signatures shall be required.
F. Registrar - Registrar of the International Board shall: 1) receive and file all applications for membership in a safe place, including proof upon which membership has been granted, 2) keep the official roll of all registered members of the association, 3) see that all application papers are properly filled out, endorsed, verified, and attested to by her signature, 3) present such application to the International Board, 3) upon acceptance, forward the duplicate form, together with a membership card directly to the member. Certificate of Membership will be sent for signatures to the registrar of the company in which the applicant seeks membership. The certificate is then forwarded to the camp registrar for further signatures and then presented to the new member. A Member-at-Large receives all papers from the International Registrar. If requested, the International Registrar will report at the International Convention.
G. Historian - Historian of the International Board, together with assistant historians, shall collect and file in the historical library of the organization historical information regarding pioneers who came to the Utah Territory/State of Deseret or died while crossing the plains or were born in the Utah Territory/State of Deseret before May 10, 1869. The historian shall assist with research for DUP members and direct descendents. Pioneer locality histories and resource files will also be maintained under her direction. Written materials available through courtesy of ISDUP may not be reproduced for monetary gain. Exceptions must be approved by International president.
H. Chaplain - Chaplain shall offer prayers at all International organization functions and perform such duties as generally pertain to her office.

## Section 5: Committees

A. Executive Committee - The Executive Committee shall consist of a president; first, second, third, fourth, and fifth vice-presidents; recording secretary; corresponding secretary; and treasurer. Executive Committee members shall counsel together upon all important questions affecting the organization. Executive Committee shall determine the policies governing the administration of the organization in financial decisions and expenditures, including duties, salaries and tenure of office staff, and it shall arrange for the auditing of the financial records at the end of the fiscal year by an auditing firm. Executive Committee shall act for the International Board in the interim between meetings of the International Board.
B. Standing Committees - Standing committees may be: Membership, Memorial, Entertainment, Hospitality, Museum, Lesson, Outreach, Marker, Publicity, and such others as may be necessary. The Executive Committee shall appoint standing committees. Their members serve until end of the biennium.
C. Special Committees - The president, as approved by the Executive Committee, shall appoint special committees. These may include committees on nominations, elections, revision of the Bylaws, and such others as may be necessary. Their members serve until their assignment is completed and their final report made.
D. Museum Director and Museum Board - In regard to artifacts and archival material donated to the museum operated by the International Board in Salt Lake City, museum director shall be appointed by ISDUP President and will serve under the direction of the ISDUP Executive Board. Director shall serve for a term of two years and shall be eligible for reappointment, but not to exceed five consecutive terms. Pioneer Memorial Museum shall have a Museum Board of Directors that shall include International President, museum director and others chosen jointly by the president and director. Museum Board is chaired by the ISDUP President.

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 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 the ISDUP Museum Mission Statement. They shall be bound by ISDUP Museum Policies \& Guidelines (see Constitution Article XI).

ISDUP museum collections are owned by the ISDUP organization. All donated artifacts and pictures become property of International organization 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 established museum collection except by approval of International president.
E. Library Committee - Library Committee shall receive, classify, catalog, and file in the library of ISDUP all books, magazines, or other printed material.

## Section 6: Meetings

A. The International Board shall meet regularly once a month. The president may call other meetings, both regular and special.
B. The President is responsible for establishing a meeting schedule for the Executive Committee, other standing committees, and special committees.

## Section 7: International Convention and Seminar

The International Convention of the organization shall be held annually during September or October and the International Seminar as determined by the International Board.

## Section 8: Elections

A. Officers of the Organization - Elected officers of the organization who constitute the International Board shall be elected at International Biennial Election held at the International Convention during odd numbered years, see Constitution Article III - Section 3A.
B. Nominating Committee - The president shall appoint a nominating committee of five or more members at least three months before International Biennial Election. This committee shall nominate one or more members for each elected International Board office and submit names to International Board and to each company president at least two months before the date of election. Nominations must be called for from the floor and when a nomination is made; the nomination must be with permission of the nominee. Only delegates present shall vote on nominations made from the floor. The Parliamentarian should not serve on the Nominating Committee.
C. Election Committee - The president shall appoint the Election Committee, consisting of five or more members, at least one month prior to the Biennial Election. This committee shall prepare ballots, conduct the election at the convention and if possible report results of the election to the assembly before the convention adjourns. Nominating Committee may be asked to serve also as the Election Committee. The Parliamentarian should not serve on the Election Committee.
D. Delegates - Election meeting at International Convention shall consist of accredited delegates representing companies. Company delegates shall be selected from the total registered members, with dues currently paid, of the organization in the company on the basis of one delegate for the first twenty-five members, or fraction thereof, and thereafter one vote for each additional twenty-five members or major fraction thereof (thirteen or more). The Parliamentarian should not be appointed as a delegate at an election meeting.
E. Absent Voters Ballot - When a delegate is unable to attend the convention, an alternate delegate may be selected by the company president, or an officer appointed by the company president, to take her place, or her marked, sealed ballot shall be sent to the International Board at least fourteen days before the convention date.
F. Method of Election - Election shall be by ballot and the person receiving a majority of affirmative votes cast for any office shall be elected. All nominees who are unopposed may be voted into office by acclamation.

## G. Privileges

1) Delegates desiring to present resolutions at International election meeting must present them in writing to the International Board at least one month before the convention. International Board shall determine by majority vote if said resolution will be beneficial to the organization as a whole.
2) All members of the organization are entitled to be present at International election meetings and to participate in discussions, but unless otherwise authorized, shall not introduce motions or vote.

## H. Term of Office

1) Officers elected shall serve for a term of two years and shall be eligible for reelection, but not to exceed five consecutive terms.
2) The term of International officers shall begin as soon as reasonably possible after election and installation. Incumbent committee chairpersons shall hold office until their successors have been appointed.
3) If in an election year, an emergency prevails or a disaster occurs in nation, state or county so that an International Convention cannot be held, all officers shall hold their office until the next regular election year.
4) An officer may be removed for cause at any ISDUP Board meeting by a two-thirds affirmative majority vote of the members present, after proper notice in writing and opportunity for a hearing has been given.
5) The Executive Committee shall fill all vacancies in office occurring in the interim between the International elections.

## Section 9: Regional Representative

A. International Executive Committee will consider for appointment as regional representative a person recommended by companies involved, based on the resume of the person recommended. Upon appointment she becomes a member of International Board and is subject to rules governing International Board Members.
B. A regional representative will serve until the end of the biennium at which time she may be reappointed for no more than five consecutive terms or at the discretion of the International President.
C. Regional representatives will promote policies of the International organization. They do not manage affairs of a company or camp, but act as a liaison to the International Board, informing them of any unique problems. They are available to assist company and camps where needed.
D. Regional representatives shall assist assigned International Board members at district conventions in their area.

## 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.

## 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.

## Article VI - Items of Recognition

## Section 1: Title of Annual Celebration

The annual company celebration is known as "Daughters of Utah Pioneers Jubilee", in recognition of Brigham Young's birthday, June 1, 1801.

## Section 2: Colors

The organization colors are sage green and gold.

## Section 3: Badge

The organization's insignia that may be worn by all members is in the form of an ox yoke surmounted by a beehive and bearing the words, Daughters of Utah Pioneers.

## Section 4: Dress

Dress may be in the pioneer style for special occasions if desired.

## Section 5: Official Song

Official songs are in the Pioneer Songbook: "Daughters of the Utah Pioneers" (158) or "Salute to Our Utah Pioneers" (321).

## Section 6: Motto

Official motto "Our Heritage Binds Us Together" was introduced and adopted in 1995.

## Section 7: Flag

International Society Daughters of Utah Pioneers official flag incorporates the DUP logo and the colors sage green and gold.

- Official logo is included on all ISDUP publications and is registered with the State of Utah.
- The year 1901 on the flag shows when DUP was organized.
- The spinning wheel is symbolic of the hard work pioneer women performed and is round, with no beginning and no end, just as their work was never ending.
- The covered wagon represents their trip west. Pioneers traversed miles of slow travel in harsh weather enduring starvation and other hardships before reaching their destination.
- The Sego Lily represents beauty in the lives of pioneer women. It is the state flower of Utah and its roots gave nourishment that saved many lives in early pioneering days. Whether they lived in dugouts, log cabins, or other crude homes these women tried to bring beauty into their lives.
- Books represent the publications of ISDUP preserving journals, histories, and writings of pioneers. Through these stories all may understand efforts required in colonization of the west and better appreciate this heritage.
- The gold rope circling the border represents all ISDUP camps and companies that keep the organization growing. All work together supporting goals of DUP.


## Section 8: Markers

A. Official markers of the organization are plaques bearing the insignia of Daughters of Utah Pioneers and are inscribed with the history of an important object or notable event that occurred during the pioneer period of the community on or near site where markers are placed.
B. Application for an official marker may be made to the International Board by a camp through its company, or directly by a company, and shall be accompanied by a historical account of the object or event to be commemorated.
C. Company shall check accuracy of historical information submitted by the camp or company and give its approval of the marker before forwarding the application to International Board. The board reserves the right of final decision on both inscription and propriety of erecting the marker.
D. Based upon financial consideration, International Finance Committee may limit the number of markers approved for erection within one fiscal year. If this restriction becomes necessary, a company with sufficient funds may pay the cost of a marker with approval of the International Executive Committee and Marker Committee.

## Article VII - Quorum

The quorum of an International meeting shall be a majority of members present; of an International Board meeting, nine members; of all standing committees, three members; of company meetings, a majority of members present; of company board meetings seven; and of camp meetings six members.

## Article VIII - Parliamentarian Authority

Rules contained in Robert's Rules of Order, Revised (latest edition) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## Article IX - Amendment to Bylaws

Bylaws may be amended at any International Convention by a two-thirds affirmative vote of delegates. In a non-election year, amendments must be approved by two-thirds affirmative vote of members present. All proposed amendments should be clearly worded, typed, signed, and sent to the International president at least three months before the date of the convention. President shall refer all proposals received to the Committee on Revision of Bylaws. If ISDUP decides the proposed amendment would be beneficial to the society as a whole, the proposal should be sent to company presidents for review at least two months before International Convention.

## Article X - Indemnification

In any action brought against an officer, employee or agent of ISDUP arising out of activities which are reasonably within the scope of such person's duties as an employee, officer, or agent of the society, ISDUP will hold such persons faultless against all defense costs and damages in judgments incurred in such action.

## Article XI - Daughters of Utah Pioneers Museums

## Museum Mission Statement:

Mission of Daughters of Utah Pioneers museums is to collect, preserve, and display artifacts belonging to Utah pioneers who settled the Territory of Deseret from 1847 to May 10, 1869, and those artifacts which represent the local community. Because of our open storage policy and donor-based
evaluation of artifacts, we establish collections which represent the entire pioneer community, and which serve as easily accessible educational research facilities for both descendants and the greater community.

## STANDING RULES FOR DUP MUSEUMS

## Section 1: On Site Physical Requirements

A. Museums are to be open during the months of June, July, and August and at other times as noted. All DUP museum buildings and collections are to be open on at least Fridays and Saturdays for designated hours. Notice is to be prominently displayed providing the name and telephone number of available museum attendants. This notice is to be displayed at all times.
B. At least two keys must be available to buildings. Current company presidents or camp captains, who are members of the museum board of directors, must have a key.

## Section 2: Legal Requirements for Buildings

A. If DUP owns the building, a deed is required.
B. If the building is leased, a written lease is required.
C. If currently displaying in a building without a lease, use "Memorandum of Understanding" form available from the ISDUP Museum Board.
D. Copies of all deeds, leases, and "Memorandums of Understanding" are to be forwarded to ISDUP Museum Committee.

## Section 3: Operations

Museum Director and Museum Board shall be bound by ISDUP Museum Policies \& Guidelines and Museum Mission Statement.

## Section 4: Collections

A. Artifacts shall be on display at all times as stated in ISDUP Open Storage Policy.
B. Accessioned artifacts cannot be loaned, traded, or sold.
C. Accessioned artifacts cannot be returned to former owners.

## Section 5: Cataloging of Collections

A. Copy of museum collection inventory is to be forwarded to ISDUP Museum Director and Museum Board. This information is to be updated as it becomes necessary.
B. Artifacts are to be dated prior to 1900. An exception would be artifacts that represent settlement of a local community.
C. New acquisitions must have a signed Deed of Gift. This form is available from ISDUP Museum Board.

## Section 6: Finances

A. Donation boxes are encouraged.
B. All funds raised in DUP museums are to be used for DUP purposes only. Museum Board must maintain an accurate separate accounting of museum funds. Copy of museum financial record is to be sent to company or camp treasurer.

## Section 7: Warnings

A. Do not accession or display human remains (NAGPRA Repatriation Act).
B. Thorough examination of artifacts, especially fur and feathered artifacts, is needed to detect insects.
C. DUP is responsible for stabilizing and care of artifacts. If restoration is required, a professional may be consulted.
D. DUP personnel cannot give appraisals of artifacts. Appraisals by museum or organization personnel may constitute a legal conflict of interest.

## STANDING RULES FOR DUP COMPANIES AND CAMPS

## Section 1: Division of DUP Companies and Camps

A. No camp shall deny membership to any eligible woman. When a camp is too large to accommodate all of its membership, it shall be divided under direction of company president.
B. A camp or company shall be divided by geographic boundaries which may coincide with county, municipal, or ecclesiastical boundaries if desired.
C. A camp should enroll members who reside within its area. Members who move out of the area or are affected by a division of the camp are encouraged to transfer membership to a camp convenient to member's residence.
D. Camp officers shall be registered members, with dues currently paid, who reside within boundaries of the camp where they are elected as officers.
E. Company officers shall be registered members, with dues currently paid, who reside within the boundaries of the company and shall be members of camps located therein.
F. No camp shall have a part of its area or membership in one company and part in another company. Camp membership cannot exist in two companies.
G. When a camp is divided, all money, records and other property of the original camp shall be divided in proportion to the transfer of membership.

## Section 2: Rules for Vacancies in Office

A. When a camp captain resigns, moves away, or is absent more than sixty days and both the first and second vice-captains refuse to become captain, the camp shall elect new captain with approval of the company board.
B. When a company president resigns, moves away or is absent more than sixty days and both the first and second vice-presidents refuse to become president, the company shall elect new president with the approval of International Board.

## Section 3: Inactive Members

A member who requests her name removed from the rolls shall be maintained on an inactive roll. Her name, registration number, and reason she is inactive shall be reported on the Annual Membership Report.

## Section 4: Responsibilities of Outgoing Officers

A. In an election year, an outgoing officer shall turn over all instructional data, financial records and other materials in her possession to the newly elected officer by June 1 and assist her in every way possible to acquaint her with her duties.
B. In an election year, a project started by the incumbent officer must be finished by that incumbent officer. It is appropriate that the newly elected officer be invited as a member of the event committee.

## Section 5: Sponsors

A. A sponsor shall be delegated from members of the company board by company president for each camp in the company. A sponsor shall be responsible for one or more camps and visit each one at least twice a year. She shall assist the camp in procedures, solving problems etc. and report to the company board at a regular meeting.
B. She may be delegated to install new camp officers after a regular election.

## Section 6: Special Histories for Lesson Committee

When the International Lesson Committee calls for histories pertaining to the lesson outline for possible future publications, anyone who has appropriate historical material may send it directly to the International Lesson Committee. The Company Historian must be notified so that she has a record of this transaction.

## Section 7: Positions Held

It is not permissible for a member to hold an elected position on the International Board and an elected company board position simultaneously.

## Section 8: Installation of Newly Elected Officers

An authorized representative in the presence of her group shall install newly elected or incumbent officers of International Board, company or camp. International president shall appoint representatives to install company officers. Company president shall appoint a representative to install camp officers.

## Section 9: Leave of Absence

A. Executive Committee may grant a leave of absence to an elected or appointed officer excusing her from acting in her office for a period of time as a result of illness, injury, religious service, absence from her legal domicile, personal reasons, or other grounds as may be approved by the Executive Committee. A leave of absence may be granted for a period of sixty days or less. If the leave of absence should exceed sixty consecutive days, she shall resign, or if she fails to resign, the office will automatically become vacant.
B. Request for a leave of absence of an International Board officer shall be submitted to the International Board Executive Committee for final decision.
C. Company Executive Committee shall make the decision on request for a leave of absence of all company officers except president. Request for leave of absence of a company president shall be submitted to the International Executive Committee for final decision. This request shall be written and shall accompany a recommendation made by the company executive committee.
D. Camp Executive Committee shall make the decision on a request for leave of absence of all camp officers, except the captain. Request for leave of absence of camp captain shall be submitted to Company Executive Committee for final decision. This request shall be written and shall accompany a recommendation from the camp executive committee.

## Section 10: Lesson Volumes

Each camp/company shall be responsible for the purchase of four hardbound lesson books annually in support of the International Society Daughters of Utah Pioneers organization.

## Section 11: Newsletter

A. Official newsletter of International Society Daughters of Utah Pioneers shall be mailed to every registered member who has paid current dues.
B. Any person who is not a registered member may receive the newsletter on a subscription basis through ISDUP.

## Installation of Officers

I (name) $\qquad$ , a member of Daughters of Utah Pioneers, (International Board / Company) $\qquad$ having been appointed official installation officer and thereby having the right and privilege to install elected officers of Daughters of Utah Pioneers of $\qquad$ (Company or Camp),

I say to each of you:
"You are about to assume an important office, and I charge you to study your duties contained in the Bylaws of the Society and learn from your predecessor."

Will the elected officers of $\qquad$ (Company or Camp) please listen as your (president or captain) repeats the pledge.

## The Officer's Pledge

"I (Name)_ (President or Captain) of the
promise for myself and fellow officers that to the best of our ability we will uphold the Constitution and
Bylaws and promote the work of this society with love, dignity, and honor."
(The installing officer directs her words to officers.)
"Do you officers of the $\qquad$ (Company or Camp) promise to support (name president or captain) $\qquad$ in this pledge? Raise your hands and say, "I do."

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