

Instructions for Combining DUP Camps



Combining Camps with fewer active Camp leaders, Members, and Associates is usually an effort to continue Camp momentum. The Company President may assess needs and recommend that two or more struggling Camps combine to bolster leadership and attendance.

Combining Camps

- Communication with both the Company President and the ISDUP Membership Department is necessary. The decision is recorded in both the Camp and Company minutes as an historic record.
- The decision should be a consensus among and voted on by the Camp Members.
- The properties of both Camps (song books, lesson books, etc.) are combined and belong to the newly combined Camp.

Operational Plans

- Organize Camp meetings by establishing meeting dates, times, and locations.
- Items of business in the first Camp meeting include:
 - a. Electing Camp officers.
 - b. Selecting and voting on a Camp name.
 - An entirely new camp name may be chosen.
 - For historic purposes, it is recommended that the longest-established Camp be the surviving Camp name and Camp number.
 - An advantage of continuing with the surviving's name is that the bank account is already established with checks printed, etc. Signatures on file may need to be updated.
- Combine funds from both Camps' checking accounts. The disbanded Camp's bank account is closed. Establish a Camp checking account if needed.
- Establish an annual Camp budget.

Follow-up Responsibilities

- Notify the ISDUP Membership Department of the date the combining was effective, the Camp's name, the Camp being disbanded, and the newly elected captain.
- Membership transfers are officially accomplished by filling out and submitting to the ISDUP Membership Department a Record Change Form, one per Member or Associate, or making a copy of the previous Camp Rosters with notations reflecting the new Camp assignment.
 - A new Camp Roster will be provided by the ISDUP Membership Department.
- The disbanding Camp's minutes and other records are organized and given to the Camp being merged into or to the Company for storage. Do not send these records to ISDUP.
- Where the disbanding Camp is responsible for a DUP collection, marker, museum, cemetery, etc., the transfer of responsibility is passed forward to the newly combined Camp.