

Instructions for Disbanding a DUP Camp



Recruitment, outreach, and reactivation efforts are encouraged to avoid disbanding a struggling Camp.

Disbanding a Camp

- Communication with both the Company President and the ISDUP Membership Department is necessary when disbanding is considered.
- A minimum of active Members is not the determining factor for disbandment, rather where there is not enough leadership to keep a Camp functioning.
- Camp disbandment should be a consensus among and voted on by Members. Notify all Camp Members and Associates of the final decision.
- The disbandment decision should be recorded in both the Camp and Company minutes.
- The preferred recommendation is to transfer all Members and Associates to other Camp(s) within the Company. This transfer is completed by filling out and submitting to the ISDUP Membership Department a Record Change Form, one per Member or Associate, or by making a copy of the most recent Camp Roster with notations reflecting new Camp assignments.
- Each Member's wishes are honored in choosing their Membership status (inactive or Member-at-Large as described below). Leaders do not choose for them. Once a Member, always a Member, and the Camp disbandment does not nullify Membership.
 - a. A Member may choose to become inactive, a status change made upon their request.
 - b. A Member may choose to become a Member-at-Large, a status change made upon their request. They would no longer be associated with a Camp and would receive a yearly mailing for sending International dues directly to ISDUP.
- Close the Camp checking account.
 - a. Disburse funds proportionate to the Camp(s) to which paid/active Members and Associates are transferring.
 - b. Any remaining money does not go back to Members or Associates, it is official DUP money.
 - c. Monies may be donated to the Company. Consider donations to a Camp or Company in another area, to help with expenses in caring for a marker, museum, cemetery, etc.
 - d. Funds may be donated to ISDUP to funnel to other Camps or Companies in need or for ongoing specified ISDUP projects.
- Camp minutes and other records are organized and given to the Camp being merged into or to the Company for storage. Do not send these materials to ISDUP.
- In the instance of the final Camp in a One-Camp Company being disbanded, the Company is also disbanded. The collection of minutes and other records is a consideration. It is recommended that minutes may be donated to the local historical society, local library, etc., or may be submitted to the ISDUP History Department in digital format. ISDUP does not have the manpower to digitize Company materials nor the storage space to house these materials in their original format.
- Where the disbanded Camp/Company is responsible for a DUP collection, marker, museum, cemetery, etc., the transfer of responsibility must be reported to the ISDUP President.