

Company Registrar Responsibilities



Introduction

The Company Registrar is responsible for receiving new Applications for membership from the Camp Registrars, checking them for accuracy and completeness, and forwarding them to ISDUP.

Summary of ISDUP Constitution and Bylaws

- Receive ISDUP Membership Applications from the Camp Registrar with annual dues and processing fee.
- Review applications for completeness, acquire needed signatures, and forward application, annual dues, and processing fee to the International Registrar.
- Receive membership certificate from the International Registrar, obtain signature from the Company President, and forward membership certificate to the Camp Registrar.
- No posthumous Membership Applications are accepted.

Responsibilities

1. Assist with Applications

- **Eligibility:** Any woman shall be eligible for membership in this Organization who is over the age of eighteen years, and a lineal or legally adopted descendant of an ancestor who came to or was born in the State of Deseret/Utah Territory before the completion of the Transcontinental Railroad on May 10, 1869.
- **Application Form:** Membership Application and Membership Application Instructions are found at: ISDUP.org → Forms tab → Membership Application. The Application is a fillable PDF, so information on the form may be typed and printed for submission. Only the current Application version found on the ISDUP.org website will be accepted. Discard older versions. It is preferred the Application be typed using the online PDF form. The Applicant will then print the completed application for submission to ISDUP. A blank Application may be printed and filled in legibly by hand.
- **Review Application:**
 - See that the Application is properly filled out, endorsed, and verified; sign it, and then obtain the Company President's signature on it prior to sending it to the ISDUP Registrar. Typed Applications are preferred, but those in legible handwriting are acceptable.
 - Take the time to look over the entire Application. It is your responsibility to make sure it is filled out correctly and completely before sending it to ISDUP. Do not assume it is correct and just sign it. Don't forget to proofread the spelling of the name, correct address, telephone number and zip code with the four-digit extension.
 - Utilize the following check list when submitting Application to ISDUP:
 - Inspect each section of the Application for accuracy and legibility.
 - Check that the Camp and Company names are spelled correctly.
 - Check for the full names of Applicant including first, middle, maiden, and all married surnames. There is a blank for the Applicant's current last name. The Applicant states how she wants her name listed on the Certificate. –Check for full names of Applicant's husband, parents, and children.
 - Check that information of direct-line Utah pioneer ancestor(s) is provided.
 - Trace the Applicant's relationship on the pedigree chart to the listed direct-line Utah pioneer ancestor.
 - Check that a short history has been included on the Applicant's listed pioneer ancestor. History is to be brief and written only in the space provided. Additional

information written on the back of the Application or on an extra sheet of paper will not be used in ISDUP files. If this happens, please condense it into the space provided.

- Check for the Applicant's signature and payment of \$25.00 to be sent to ISDUP. If payment has been made using Venmo or with a credit card processed through the ISDUP Business Office, a note indicating such should be attached to the Application.
 - Check for the signatures of the Camp Captain and Camp Registrar.
 - Obtain the signature of the Company President and add your own signature and address as the Company Registrar. (If the Company President is unavailable to sign, the 1st Vice-President may sign; but change the position title, if different. If the Company Registrar is unavailable, any of the elected officers may sign; but-change the position title, if different.)
 - Mail Application and \$25.00 to: ISDUP Registrar, 300 N Main, Salt Lake City, UT 84103-1699.
- **Submitting Application Processing Fee and Annual Dues**
 - If applying at the beginning of the DUP year, do not include the Applicant's processing fee with the Company Membership Dues Summary Sheet in October.
 - Include the Applicant's personal check made out to ISDUP for \$25.00 (\$20.00-annual dues plus \$5.00 processing fee) or send \$25.00 cash with the Application. Payment may also be made through Venmo (ISDUP Treasurer @ISDUP-Treasurer) or by calling the ISDUP Business Office and providing a credit card number. If paying with either of these two methods, a note stating the method of payment should be attached to the Application.
 - Applicant will pay Camp and Company dues after she has an official membership number.
 - Checks received by ISDUP dated more than 90 days previously will be returned for a currently dated check to ensure payment.
 - If the Application is submitted in May, June, July, or August, the \$20.00 annual dues will be applied to the upcoming DUP year.
 - **For Questions:** Contact ISDUP Registrar at 801-532-6479 ext. 213, registrar@isdup.org, or ISDUP Registrar, 300 N Main St, Salt Lake City, UT 84103-1699.

2. Certificate of Membership

- ISDUP approves and processes the Application and then prepares and mails welcome papers, the original Application, and membership card to new Member.
- ISDUP mails the Certificate of Membership back to the Company Registrar who signs it and also obtains the Company President's signature. The Company Registrar then forwards the Certificate to the Camp Registrar.
- Replacement Certificates and/or membership cards may be obtained. There is a \$1.00 fee for the new Certificate and \$1.00 mailing fee. Note: If it is an error of ISDUP and the Certificate needs to be replaced, there is no charge.

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3. Company Registrar Tracking Sheet

- Record the outlined information on the Company Registrar Tracking Sheet when an Application is received.
- After the Application has been approved and the Certificate sent to the Company, record date received, and date sent to Camp.

4. Train Camp Registrars

- Provide training for Camp Registrars.
- Distribute information from ISDUP regarding the role of the Camp Registrar.

5. Resources found at ISDUP.org

- Membership Application
- Membership Application Instructions
- Company Registrar Tracking Sheet

New Member Flow Chart

Member Application Through a Camp:

<p>Camp Registrar</p> <ul style="list-style-type: none"> • Receive Membership Application. • Review for eligibility. • Check for accuracy. • Obtain signatures. • Collect \$25.00 dues/fee. • Use Camp Registrar Tracking Sheet. 	➔	<p>Company Registrar</p> <ul style="list-style-type: none"> • Review for accuracy. • Obtain Company signatures. • Forward Application and \$25.00 dues/fee to ISDUP. • Use Company Registrar Tracking Sheet. 	➔	<p>ISDUP Registrar</p> <ul style="list-style-type: none"> • Review for completeness and signatures. • Verify direct-line ancestor. • Prepare and mail welcome letter, original Application, and membership card to new Member. • Prepare and mail the Certificate to the Company Registrar. 	➔	<p>Company Registrar</p> <ul style="list-style-type: none"> • Sign Certificate and obtain signature of Company President. • Forward Certificate to Camp Registrar. • Use Company Registrar Tracking Sheet. 	➔	<p>Camp Registrar</p> <ul style="list-style-type: none"> • Sign Certificate and obtain signature of Camp Captain. • Give Certificate to Camp Captain to present to new Member in a Camp meeting. • Use Camp Registrar Tracking Sheet.
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Associate Joining a Camp: An Associate is an individual interested in the objectives of DUP yet does not have qualifying pioneer heritage to join as a Member. An Associate is not involved in the Membership Application process but rather joins a Camp through the submission of an Associate Record. An Associate pays annual dues equal to that of a Member.

<p>The Associate and Camp Secretary</p> <p>Associate</p> <ul style="list-style-type: none"> • To initially join a Camp, complete an Associate Record form. <p>Camp Secretary</p> <ul style="list-style-type: none"> • Submit the Associate Record to the Company Secretary. • Add Associate to Camp Roster if not already on the copy received in July. • Annual dues for Associates will be paid when the Camp Roster is submitted in October. • Associate late annual dues throughout the year may be paid on the Record Change Form. 	➔	<p>Company Secretary</p> <ul style="list-style-type: none"> • Notate a new Associate on Company's copy of the Camp Roster copy. • Forward the Associate Record to ISDUP Membership Department 	➔	<p>ISDUP Membership Department</p> <ul style="list-style-type: none"> • Receive and process the Associate Record. • Associate is added to the Camp Roster. • A membership number is not assigned to an Associate. • ISDUP does not issue an Associate certificate. One may be purchased at ISDUP for the Camp to complete and present to the Associate.
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Member at Large Application Directly to ISDUP: Not affiliated with a Camp

<p>Applicant</p> <ul style="list-style-type: none"> • Complete Application. • Obtain signatures of two witnesses (husband, relative, friend over the age of 18). • Send Application directly to ISDUP with \$25.00 dues/fee. 	➔	<p>ISDUP Registrar</p> <ul style="list-style-type: none"> • Review for completeness and signatures. • Verify direct-line ancestor. • Prepare and mail welcome letter, original Application, certificate, and membership card to new Member. 	➔	<p>Applicant</p> <ul style="list-style-type: none"> • Receive Certificate and membership card.
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Definitions of Daughters of Utah Pioneers Affiliation

Member Affiliated with a Camp	Associate Affiliated with a Camp	Member at Large Not Affiliated with a Camp
<ul style="list-style-type: none"> • A woman whose Application for membership has been accepted by ISDUP, meeting the criteria as a registered Member. • A woman who pays annual dues through a local Camp. • May hold an elected office and vote. • May become a member of any Camp where she resides upon presenting her membership number. 	<ul style="list-style-type: none"> • A woman who does not have qualifying pioneer ancestry and has an interest in the DUP objectives. • To initially join a Camp, completes an Associate Record form and will be listed on the Camp Roster as an Associate. • Pays annual dues equal to a Member. • May participate in all activities of the Organization. • Cannot hold an elected office. • May hold appointed positions. • May give pioneer histories. • May submit histories to the ISDUP History Department. • An Associate certificate may be given to an Associate, if desired, and is available for purchase from ISDUP. 	<ul style="list-style-type: none"> • A woman who may have applied for membership directly to the ISDUP Board or has transferred out of a Camp. • She does not reside within a Camp area or wishes to not participate with a Camp. • Not affiliated with a Camp, she does not hold office.