

Instructions for Establishing a New DUP Company



Establishing a new Company is a celebrated, historic event.

Establishing a New Company

- Communication with the ISDUP Membership Department is the necessary first step.
- The establishment is recorded in Company minutes.
- A minimum of one active Camp is required.
- When a new Company is established in an area with no other Camps, the Company is known as a One-Camp Company. Officers will serve as Company and Camp officers. All reports submitted to ISDUP are the Company version. Company leader responsibilities and Company operations differ in scope from the Camp level.
- When the new Company has divided from another Company, consideration is given to the division of materials owned by the original Company such as song books and funds. The formula to divide funds is based on the number of active paying members at the time of the division. Any materials stored by the original Company such as Camp minutes are to be passed forward.

Organizational Plans

Organize the first Company meeting. Items of business include:

- Reviewing the Objectives of the International Society Daughters of Utah Pioneers and the responsibilities of a Company and Company Board.
- Electing Company officers.
- Selecting and voting on a Company name.
 - The county or province is the first and only word of the name if there is only one Company in that county/province (Franklin, Idaho). Other words are added if there are other Companies in the county/province. Those other words of the name may be directional, historic, landmark term, etc., (Weber Far South Center, Utah; Clark Desert Springs, Nevada).
 - The International Membership Department will give final approval and assign a Company ID number.
- Calendaring board meetings, annual Company Leadership Training Seminar, Company Sponsors, biannual District Conventions, Company Conventions in years when a District Convention is not held, attendance at International Seminar/Convention where possible, Jubilee, Outreach activities, and elections (Company in odd years, Camp in even years).
- Reviewing annual reports and their due dates to International.
- Establishing a Company checking account and an annual Company budget.
 - Banking institutions usually require proof of Company establishment before opening accounts. Minutes of election results provide that documentation.
- Responsibility for Markers or Satellite Museums when applicable.

Financial Guidance

- Based on the Company's established budget, determine the annual Company dues amount needed from each Member/Associate. Inform the Camp Captains.
- Checking account and Company budget guidelines are found at: ISDUP.org → Leadership tab → Company Officer Information → Treasurer.

Resources

- Become familiar with Company Officer Responsibilities found at ISDUP.org → Leadership tab.

- Monthly ISDUP Bulletins are emailed from the International Board that contain leadership and announcement information. These are to be reviewed by the Company Board and forwarded to Camp Captains.
- Camp Rosters will be emailed annually in July by the ISDUP Membership Department, reflecting that Members and Associates are organized within the Camps and Company. Instructions for processing annual dues and correcting information on the Camp Rosters are included in those emails.
- Responsibility instructions for Company and Camp officers are found at: [ISDUP.org](https://isdup.org) → Leadership tab → Company Officer Information.
- Membership application instructions are found at: [ISDUP.org](https://isdup.org) → Home tab → Join DUP/Application.
- A Regional Representative will be assigned to the new Company where applicable.