

GUIDELINES FOR THE ADMINISTRATION OF DANEBOB FAMILY CAMPS

GENERAL

The purposes of this camp shall be to foster personal growth or development, to awaken participants to realize their potential as human beings, and to cultivate the art of "how to live". These purposes are best attained in an atmosphere of freedom of thought, mutual trust and concern, in an environment that accepts people for what they are--regardless of age, race, sex, color, or creed and in situations where lasting fellowship and friendship are created through personal interaction in group discussion, song, dance, crafts, and games. These purposes and means for attainment are rooted in the tradition of the Danish Folk School, the creative concept of education that originated with Kristen Kold and N.F.S. Grundtvig in Denmark in the middle of the 19th century. This concept is dynamic and the institutions through which it functions must change as the needs of the participants change.

The organization shall not afford any pecuniary gain, incidentally or otherwise, to its member campers and none of the directors, officers, and member campers of the organization shall have any direct or reversionary interest in any of the assets or net earnings of the organization. The Danebod Family Camps Board and all of its assets are fully part of the Danebod Lutheran Church of Tyler, Minnesota and conducts all of its business and activities under the auspices of that congregation.

If the organization ever ceases operation, its assets shall go to an organization or organizations for educational and/or charitable purposes as defined by Section 501 (c) (3) of the United States Internal Revenue Code and as amended from time to time.

The duration of the organization shall be perpetual.

Neither officers, directors, nor members shall be personally liable for any of the organization's liabilities.

Membership and Voting

For purposes of voting at general meetings of campers, each registered camper who is 14 years or older shall be entitled to one vote. In order to be eligible to be nominated as a board member, campers must be 14 years or older and have previously attended at least one camp.

Danebod Family Camps Board Members

Board membership shall consist of six elected representatives from each camp (June and July) and the four elected officers. The board shall therefore consist of no less than 12 members and no more than 16 members.

Officers of the board shall consist of a president, vice president, secretary, and treasurer, each of whom will be elected by the board members. The officers need not be currently elected board members.

The president, vice president, secretary, and treasurer shall serve for a term of four consecutive years and be elected at the Family Camps annual meeting of the board. Office is assumed at the close of the Family Camps annual meeting. The terms of the four officer positions will overlap and be voted on in separate years to maintain continuity among positions. Voting shall be by secret ballot.

In the event that an Executive Committee member is no longer able to serve or fulfill their responsibilities, the President will appoint an eligible camper as interim to fulfill those duties and a vote will be held to fill that seat for the remainder of the 3-year term at the next Family Camps annual meeting of the board. If the President is no longer able to serve, the Vice President will assume duties and a new Vice President will be elected at the next board meeting.

Board Members

Each of the six elected representatives from each camp shall be elected for a term of three years – one-third (two from each camp session) of these being elected each year. The responsibilities include: a) attend the in-camp board meeting; b) attend the Family Camps annual meeting; c) work to support the Executive Committee to uphold the purposes as stated in these guidelines.

Proxy

In the event that a Board Member cannot attend the in-camp board meeting or the Family Camps annual meeting, they can designate a proxy to fulfill their duties in that meeting. It is the responsibility of the elected representative/officer to communicate the designated proxy name or teleconference arrangements to the President in advance of the meeting. A proxy can be any camper who fits board member requirements (14 years or older, has previously attended at least one camp). Another Board Member cannot act as a proxy; no individual person can vote more than once.

Emergencies

In the event that camps or board meetings cannot be convened in-person due to an unexpected emergency, camps will be cancelled and may elect to proceed with virtual programming.

The Danebod Folk School committee of Danebod Lutheran Church in Tyler has the final decision-making authority on whether or not camps can convene in-person in the event of an unexpected emergency. If no definitive direction from the Danebod Folk School committee is provided, the recommendation for the decision to cancel in-person camp will be made at the discretion of directors. The Executive Committee and board will convene in an emergency session of the board to review and vote either in support of the recommendation of directors to cancel or to proceed with alternative options if need be. The emergency session will include the full board and be called by the Executive Committee, in coordination with directors of the camp(s) under review.

In-camp board meetings and the annual family camps board meeting will proceed, and be held in-person or virtually at the discretion of the Executive Committee. Campers shall participate in a virtual voting method to determine board members in the event that in-camp meetings are not held in-person. For virtual voting, campers must be 14 years or older and have previously attended at least one camp.

Meetings

Annual Family Camps Board Meeting

The full Family Camps Board shall meet at least once annually on the second Saturday in October, held in Minnesota. A quorum of the board shall consist of 50% plus one of the board members. Participants should make the necessary arrangements to attend in person as possible, with the option to participate virtually if need be (particularly for those who live out of state). An elected board member or officer who is unable to attend the meeting in person may either designate a proxy or may participate through electronic means (conference call, video conference, etc.).

Camp directors shall attend board meetings preceding and following their term as directors for planning and reporting purposes, but shall have no voting rights on business brought before the board.

Purpose

1. Elect officers
2. Review the year's camp activities and plan for the following year's camps
3. Set camp fees, established annually for June and July camps
4. Set the date of the next annual meeting and other key dates
5. Conduct other business as is deemed necessary to carry out the objectives and activities of the camps specified by the board or requested by the president.

Spring Planning Session

The treasurer shall convene an informational and informal planning meeting for directors to review the financial process and any other planning steps needed ahead of their summer camp session. The treasurer, directors, and camp registrars shall attend. The meeting will be held in February in Minnesota (with the option to convene or participate virtually).

Camp Directors' In-Camp Meeting

Participants shall be the current camp director(s), the camp director(s)-elect, board members, and two campers selected by the current camp director(s) (one a new camper and one a more experienced camper). Any other campers should feel welcome to attend. Minutes and election results of this meeting should be written and sent electronically to attendees and the Family Camps Board president promptly.

Purpose

1. Reviewing and evaluating the camp;
2. Formulate suggestions to the full board;
3. Make preliminary plans for the next year's camp.

Annual Finance Committee Meeting

Prior to the annual Family Camps board meeting in October, the treasurer shall convene the Finance Committee to review prior year finances and propose the financial structure for the following year, according to the duties of the committee. Recommendations by the committee must then be voted on by the Board at the annual Family Camps board meeting.

Duties of the Officers

The duties of the **President**, who receives a tuition, shall be:

- a. to see that the camps are carried out in the spirit of the purposes as expressed under the general guidelines;
- b. to prepare and assure that all necessary arrangements have been made for the annual meeting of the board;
- c. to chair the Family Camps annual meeting;
- d. to maintain liaison with Danebod Folk School committee of Danebod Lutheran Church in Tyler and Danebod Folk Camp Board (August camp);
- e. to appoint positions and committees as needed per the guidelines;
- f. to evaluate job description and present to board recommended changes;
- g. to update and maintain a working version of the guidelines and circulate to the executive committee and board for annual review

The duties of the Vice President, who receives a tuition, shall be:

- a. to assist the president;
- b. serve in the President's absence if they are unable to fulfill duties.

- c. to facilitate projects and committees process, as assigned; and
- d. to evaluate job description and present to board recommended changes.

The duties of the Treasurer, who receives a tuition, shall be:

(For June and July camps – August financials are handled by the Danebod Folk Camp board treasurer.)

- a. to meet with previous treasurer to familiarize self with accounting system and implement changes as directed by the board.
- b. to maintain an accounting system with separate operating systems for June and July camps and prepare an annual financial statement.
- c. to oversee all bank accounts and conduct financial activities, which may include but not be limited to paying bills, mailing fees, etc.
- d. to prepare and present the treasurer's report for the year to the board president by October 1st. If audit is deemed necessary, the president will arrange for same.
- e. to chair the finance committee if such is appointed.
- f. to maintain liaison with Danebod Folk School committee of Danebod Lutheran Church in Tyler on matters pertaining to camp finances.
- g. to verify the maintenance of necessary insurance by Danebod Folk School Board of Danebod Lutheran Church in Tyler.
- h. to maintain liaison with the treasurer of Danebod Folk Camp Board, which coordinates the August camp.
- i. to submit, for reimbursement, an invoice to the Danebod Folk Camp for 1/3 of shared expenses, consisting of facility rental for the annual board meeting, DAC annual membership, and for the fall meeting executive board members/appointed position tuition.
- j. to co-ordinate, facilitate, and act as liaison between the June and July camp directors, registrars, president, and secretary for the spring planning meeting.
- k. to carry out other such activities as specified by the board or requested by the president.
- l. to evaluate job description and present to board recommended changes.

The duties of the **Secretary**, who receives a tuition, shall be:

- a. to take minutes of the Family Camps annual board meeting
- b. to prepare and distribute same promptly
- c. to maintain accurate and current mailing list.
- d. to pay postage fees and submit bills for reimbursement.
- e. to collect, correct and update information from camp registration forms.
- f. to provide mailing labels in timely manner for camp meetings (annual brochure/registration mailing and Family Camps annual meeting (by September 15).
- g. to maintain supply of brochures and initiate updates to the brochures.
- h. to update and produce registration insert (target date Feb. 1).
- i. to collate and mail brochure/registration insert by March 1.
- j. to update the historical page in camp notebooks outlining key dates and board members and to provide the most updated version to camp directors.
- k. to maintain third class mailing permit.
- l. to attend spring planning session.
- m. to maintain website (dates, messages, news, and links), generating and revising web pages (dates, messages, news, and links), and creating, modifying, and fixing appearance and setting of site.
- n. to examine and respond to site traffic on website and regulate and manage access rights of different users on website.
- o. to carry out other such activities as specified by the board or requested by the president.

- p. to save relevant files and pass them on the next secretary.
- q. to evaluate job description and present to board recommended changes.

Committees - The organization shall have the following committees:

Executive Committee shall be composed of the officers of the organization and shall have authority to act for the board, but its acts shall be subject to review and approval of the board at its next meeting.

Nominating Committees

1. **Nominating Committee**, of the Family Camps board, shall select nominees for the officers of the organization. This nominating committee shall consist of at least three members who volunteer for the following year at the annual meeting. While the Nominating Committee is encouraged to convene throughout the year, the main activities of the Nominating Committee will be from the period between camps and the annual Family Camps board meeting (June to Oct). The nominating committee will recruit and nominate officer roles in consultation with current members of the Executive Committee, and the officer in the outgoing role will coordinate if and when further information is needed on position duties from the nominating committee or interested candidates.
2. Each camp is responsible for selecting camp directors for the following year. It is the responsibility of the individual camp's board to recruit new directors for the following year, directors or other campers can assist in this process if interested. In the event that there is more than one set of volunteers for camp director, it is at the discretion of that camp's directors and board members to work with interested campers to resolve the decision. It is at the camp's discretion to hold a vote if needed, if still more than one nomination at the time of the in-camp board meeting. Camp directors must have attended at least one Danebod camp to be eligible as nominee(s) for camp director(s) in the following year.

Finance Committee shall be chaired by the treasurer of Danebod Family Camps and consist of camp registrars and any interested campers. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget, including the proposed fees and charges for the June and July camps. The Finance Committee shall convene prior to the annual Family Camps board meeting to review the previous year and propose recommendations for the financial structure for the coming year to the Board for approval.

Ad Hoc Committees – The Family Camp board have within its authority to appoint any type of ad hoc committee for the purpose and the tenure as the board may direct.

Amendments

These guidelines may be amended at any meeting of the board by a majority vote of the quorum of those present at that meeting, when the consideration of amendments is included as an agenda item. Approved amendments will be communicated to general campers by the Executive Committee.

Appointed Positions

The duties of the **Camp Director(s)** (appointed by individual camp board members), who receives a tuition, shall be:

- a. to attend annual camp meeting in October before and after their camp session to prepare and report on items discussed at the individual camp board meeting.
- b. to facilitate the in-camp meeting outlined in the meetings section.

- c. to see that the camps are carried out in the spirit and purposes as expressed under the general guidelines;
- d. to train in the next camp director(s) and work with the board to document the previous year and any other necessary matters relevant to future camp directors.

Registrar (appointed by the camp's director(s)), who receives a tuition,

General attributes: willing to meet and know all campers local and resident; willing to deal straightforwardly with people on money issues; has attended camp several years; reports camp financial information to the Treasurer, and will commit to participation in Finance Committee meetings.

The duties shall be:

Pre Camp

- a. By the annual meeting, provide secretary with name, address, and phone number for inclusion on the brochure/registration form and website.
- b. Accept registrations and deposit of collections received during pre-registration.
- c. Keep accurate records as directed by treasurer.
- d. Keep waiting list if necessary
- e. Accept cancellations (make refund decisions and request disbursement by the treasurer).
- f. Compile a demographic list for planning camp activities and for the cook.
- g. Make adjustments to camp fees according to guidelines (i.e. tuitions scholarships, meals, partial weeks, etc.). Keep all record on Registration form.

At Camp

- a. Maintain a registration office during the week of camp with clearly posted hours.
- b. Provide accurate accounting of camp activities to treasurer on provided forms.
- c. Complete and submit deposits of collections received at camp.
- d. Submit camp documentation to treasurer immediately at close of camp, including registration forms
- e. Carry out other such activities as may be specified by the board or requested by the camp director.

Current version approved: Oct 9th, 2021

Current version revised: Oct 9th, 2021

Edit log:

- Oct 2014:
 - o Addition: *“Danebod Folk Camp shares 1/3 of the cost of tuition for president, vice president, treasurer, secretary, audio technician as discussed in these guidelines.”*
- Oct 2018:
 - o Treasurer: Adjusted (j) to “to coordinate, facilitate, and act as liaison between the June and July camp directors, registrars, president, and secretary for the spring planning meeting”
 - o Amendment that each individual camp is responsible for tuition of board member attending their camp
 - o Noted that Audio Technician duties need to be defined
- Oct 2019:
 - o President: added in additional duty (g) *“to update and maintain a working version of the guidelines and circulate to the executive committee and board for review”*
 - o Treasurer: adjusted (i) to “to submit, for reimbursement, an invoice to the Danebod Folk Camp for 1/3 of ~~all~~ *shared expenses, consisting of facility rental for the annual board meeting, DAC annual membership, and for the fall meeting executive board members/appointed position tuition”*
- Dec 2020:
 - o Web master duties absorbed within the secretary role (originally approved in Oct 2019, edited in Nov 2020, edit still needs board review)
 - o Number of proposed edits made by a working guidelines committee within the board, will create full edit log as committee completes work and proposal back to full board
- Jan 2021:
 - o President returned series of edits to guidelines committee for review
- Feb 2021:
 - o Guidelines working group reconvened to review language and continue proposing edits
- March 2021
 - o Guidelines working group reconvened to review language and continue proposing edits
- May 2021:
 - o Emergencies section was approved by the board
 - o Remaining edits proposed by the working group to be reviewed at Fall Meeting
- October 2021:
 - o Proposed edits were reviewed by board at Fall Meeting, revisions approved by the board for all sections