

Kansas Campers Association (KCA)

POLICIES

The policies of Kansas Campers Association (KCA) are determined and approved by the KCA board pursuant to its authority under Article 6 of the KCA Bylaws. The policies are updated from time to time in an effort to document and provide consistency in the operations of Kansas Campers Association.

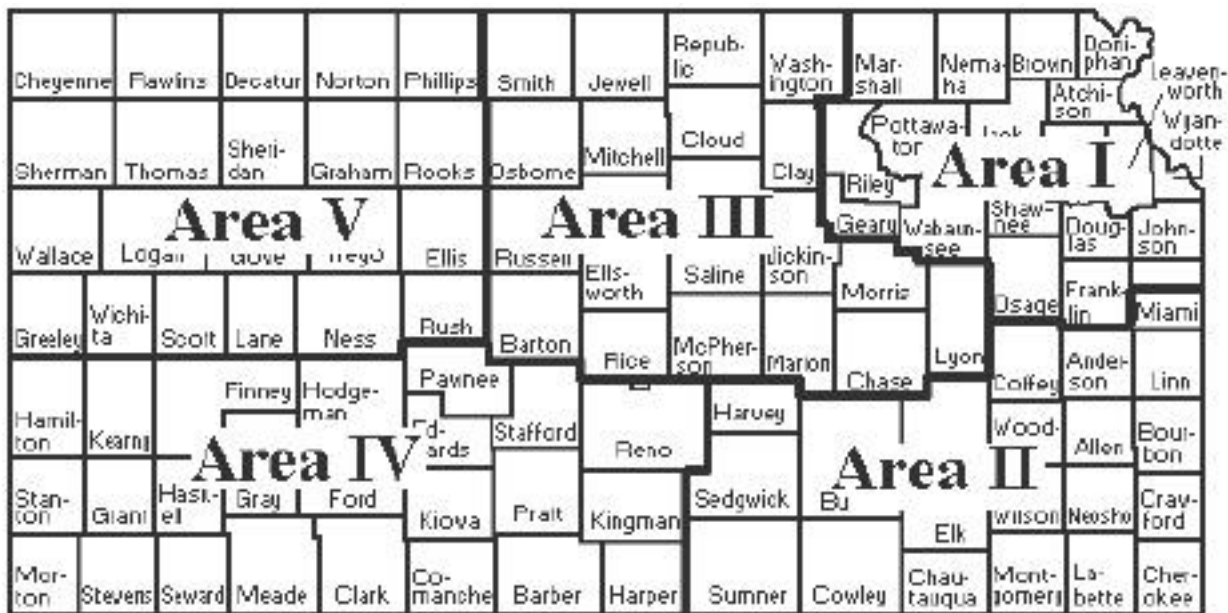
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A. MEMBERSHIP AND DUES

1. Kansas Campers Association (KCA) shall represent all affiliated chapters and members in Kansas and any FCRV member is eligible for membership.
2. Upon payment of current year dues in advance, any individual or family-unit are entitled to all the rights and privileges of KCA regular membership.
3. The dues of the Association shall be fixed by the KCA Board of Directors.
4. The dues shall be payable on or before November 1st and shall be considered delinquent on December 1st.
5. Dues for new members joining before November 1 of the calendar year are only charged dues for the next fiscal year and are due on or before November 1st.
6. All state activities will be open for the attendance and enjoyment of all FCRV members.

B. ADMINISTRATIVE AREAS



C. KCA EXECUTIVE COMMITTEE POSITIONS AND DUTIES

1. ELECTED STATE OFFICERS
 - a. Refer to KCA Bylaws for the duties of each officer.
2. AREA EXECUTIVE COMMITTEEMAN
 - a. Shall be elected by their administrative area and by a majority vote of the chapter executive committeemen of the administrative area; elected area executive committeemen shall serve a term of one year and sit on the KCA Board of Directors.
 - b. Shall hold periodic training and informational meetings for the chapter executive committeeman in their administrative area.
 - c. Shall verify that each chapter in their administrative area has 100% KCA members.
 - d. Shall discuss KCA activities with the chapter executive committeeman in their administrative area.

- e. Shall serve as the State campout chairperson or may appoint a chairperson when their administrative area hosts a State campout.
- f. Shall consult with the President on any matter of policy. KCA policy and procedures must be adhered to at all times.
- g. Shall not work directly with chapters in his/her area unless called upon by the elected chapter executive committeeman.
- h. Shall be contact and liaison for their administrative area to the KCA Board of Directors.

3. CHAPTER EXECUTIVE COMMITTEEMAN

- a. Shall be elected from the chapter membership and shall serve his/her chapter through the Fall State Campout. It is his/her responsibility to see that his/her chapter has elected their NEW executive committeeman to serve the next year's term. The chapter President will assume the responsibilities of the chapter executive committeeman if the chapter has not otherwise elected a chapter executive committeeman.
- b. Shall be the liaison between the chapter, the area executive committeeman, and the Executive Committee.
- c. Shall conduct all business between the chapter and KCA.
- d. Shall provide assistance to the area executive committeeman or the Board of Directors.
- e. Shall be responsible for the accounting and coordination of the dues of his/her chapter to KCA.
- f. Shall verify that his/her chapter is comprised of 100% KCA members.
- g. Shall poll his/her chapter when the state officers ask for opinions and to vote on Association matters representing the majority of his/her chapter.
- h. Shall be the Associations contact in his/her chapter for any assistance (given or asked for) from any other organization, area executive committeeman, or Board of Directors.
- i. Shall bring to the attention of the state organization any information in his/her area pertaining to the aims of KCA (be it for or against) that needs the Association's attention.
- j. Shall work with all state officers and other executive committeemen to unite all chapters and members of FCRV in KANSAS into one united and powerful voice to let KANSAS know we exist and to improve the camping situation in KANSAS.
- k. Shall attend all Executive Committee meetings and/or campouts that the Association President deems necessary to call, or see that a member of his/her chapter represents him/her.
- l. Shall work with the State Campout Chairperson in planning activities or be of any assistance deemed necessary when his/her administrative area is hosting the State Campout.

4. FCRV STATE DIRECTOR

- a. Appointed by FCRV National

- b. Shall be a voting member of the KCA Board of Directors and is encouraged to attend as many meetings as possible. An alternate may represent the State Director in their absence upon sending a letter of authorization to the President of KCA.
- c. Shall maintain a current membership list for the Association.
- d. Shall periodically review KCA activities and procedures to ascertain that they are consistent with the aims and purposes of FCRV.
- e. Shall promote State activities.

D. STATE PROGRAM DIRECTORS

1. PURPOSE

- a. Represents the National programs on the State level initiating all FCRV programs according to the guidelines of their programs.

2. DUTIES

- a. Shall be appointed by the KCA State Director and KCA President with the approval of the Board of Directors.
- b. Shall report directly to the Board of Directors and keeps them informed of the activities in the State or at the National level.
- c. Shall keep an accurate file of each chapter's activities and gives a report to the Executive Committee at the Annual meeting.
- d. Shall keep up-to-date and maintain any and all relevant program rosters.
- e. Shall conduct sessions or supervise programs at State Campouts.
- f. Shall determine needs and make recommendation in their specialized area.
- g. Shall answer relevant program correspondence.
- h. Shall work with and exchange information with each chapter's program director as appropriate.
- i. Each program director shall prepare a list of all real property belonging to the Association and the location of those properties. This list shall be submitted to the Treasurer at Fall State in preparation for review at the Annual meeting in November.

3. PROGRAM DIRECTOR POSITIONS

- a. Communications Director - To coordinate all area of electronic communication needs of KCA and to maintain and keep the equipment up-to-date.
- b. Conservation Director – To initiate programs and encourage chapter participation.
- c. Wildlife Director - To initiate programs and encourage chapter participation.
- d. Disaster And Safety Awareness Training (DASAT) Director - To set up and promote the DASAT program and encourage chapters to be prepared.
- e. Health and Safety Director - To assist the State Campout chairperson concerning preplanning for safety and health concerns, and to provide First Aid in case of emergency.
- f. Teen Activities Director - To encourage teenagers to become better campers, better citizens and have fun in KCA.

- g. Youth Activities Director - To promote short periods of activities for this age group with adult supervision especially in good camping habits, safety, conservation, wildlife, antilitter, and recycling.
- h. Campers Activity Moving Program (C.A.M.P) Director - To plan and organize activities that encourage outdoor fellowship among individuals or groups.
- i. Historian - To provide future KCA members the opportunity of tracing the association's history from its inception to the present and to encourage chapters to keep their own record.
- j. Chaplain - To give spiritual guidance at State Campouts, meetings, and events. Maintains a stock of Bibles to be given to new members when requested by an area or chapter executive committeeman.
- k. Web Master – Maintain the KCA web site.

E. KANSAS CAMPER NEWSLETTER EDITOR

1. The Editor of Kansas Camper Newsletter coordinates news from chapters across the state and prepares it for print in the newsletter. He works with each area executive committeeman that is preparing the next State Campout to coordinate information about State events.
2. Publish the list of all program directors for the state on the inside front cover of the Kansas Camper Newsletter.
3. Publish the meeting minutes of all Executive Committeemen meetings.
4. It is important for all members to know that the Kansas Camper Newsletter is published six times a year, with a deadline for news articles on the 10th of the month, prior to the next issue.
5. The Editor shall prepare a list of all real property belonging to the Association and the location of those properties. This list shall be submitted to the Treasurer at Fall State in preparation for the annual meeting in November.

F. SPECIAL FUNDS PROGRAMS

1. Bible Fund

The Bible Fund was started in the early 70's to provide a Bible in each camper. It is funded through donations and memorials. Each chapter or area executive committeeman is responsible for giving a Bible to new members in their club. They are available through the Chaplain.

2. Scholarship Fund

The Scholarship Fund is funded through donations and memorials from the members. Scholarships of up to \$500 are awarded each year to a KCA members or children of a member attending an accredited post-secondary facility. Application information to appear in the Kansas Camper Newsletter each year.

3. KCA Royalty Travel Fund

KCA supports both the Kansas FCRV Queen and Kansas King to represent Kansas at the National Campvention each year. From each KCA membership, 50 cents is diverted into

a travel fund for the KCA Royalty. KCA also funds a small amount for wardrobe and gifts for the queen.

G. OTHER SPECIAL PROGRAMS

1. KCA Teen King and Queen, and Youth Prince and Princess
 - a. Any youth (ages 7-12) female KCA member in good standing whose parent or guardian is a current KCA member of at least 1 year may enter the pageant for KCA Princess.
 - b. Any teen female KCA member in good standing whose parent or guardian is a current KCA member of at least 1 year may enter the pageant for KCA Teen Queen.
 - c. Any youth (ages 7-12) male KCA member in good standing whose parent or guardian is a current KCA member of at least 1 year may enter the pageant for KCA Prince.
 - d. Any teen male KCA member in good standing whose parent or guardian is a current KCA member of at least 1 year may enter the pageant for KCA Teen King.

2. CAMPING IS

Any member may enter the CAMPING IS contest for his or her own age group. Details and rules for this contest are found in the FCRV Field Manual.

3. CONSERVATION ESSAY CONTEST

Any member in grades 5 through 12 may enter the CONSERVATION ESSAY CONTEST. Details and rules for this contest are found in the FCRV Field Manual.

H. STATE ASSOCIATION CAMPOUTS

1. KCA holds two State Campouts each year. SPRING is held the first full weekend of May and FALL is held over Labor Day weekend.
2. Host for each Campout is on a rotation, as determined and reviewed annually by the KCA board, between the areas in the state giving each area the opportunity to show the rest of the state their hospitality.
3. Upon request, KCA will advance the State Campout committee up to \$1000.00 for State Campout expenses and deposits. Any money left over after accounting for all revenue, deposit refund, and expenses, shall be turned over to the KCA Treasurer along with a complete breakdown of all money involved in a format and detailed as requested by the KCA Treasurer or Board of Directors.
4. SPRING State
 - a. Required activities
 1. Request insurance coverage from the FCRV State Director.
 2. Memorial Service - Ask the KCA Chaplain to handle this.
 3. KCA board meeting scheduled prior to the KCA Scholarship winner presentation. Coordinate with KCA President.
 4. Presentation of the KCA Scholarship Winner. Coordinate with KCA President.
 5. FCRV National Contests where KCA has entrants
 - a. Poster Contest - Champion from each division will represent Kansas at the National level.

- b. Historian Scrapbook Contest - The winning book will represent Kansas at the National level.
 - c. Chapter photobook contest. The winning photobook will represent Kansas at the national level.
 - d. Other
- 5. FALL State
 - a. Required activities
 - 1. Request insurance coverage from FCRV State Director.
 - 2. Executive Committee Meeting when scheduled
 - 3. Annual membership meeting of the Association when scheduled
 - 4. Board of Directors Meeting, and in an election year the old Board of Directors Meeting
 - 5. Teen King, Teen Queen, Prince, and Princess Pageant. Coordinate with the Teen Director and Youth Director.
 - 6.
- 6. The area executive committeeman for the chapters in the area hosting the State Campout should be notified of all planning meetings.
- 7. The Vice-President is the liaison between the area in charge of the State Campout and the state. They are there to make sure that the KCA bylaws and policies are adhered to and give any other assistance to the area executive committeeman and chapter executive committeeman.
- 8. Sale of items during an association campout
 - a. Items may be sold by any CHAPTER, providing the following is adhered to:
 - 1. No soliciting for the sale of any item shall be conducted outside the selling area without approval of the Campvention Chairman.
 - b. COMMERCIAL firms desiring to sell items at a State Campvention must adhere to the following stipulation:
 - 1. No soliciting for the sale of any items shall be conducted outside the designated selling area without the approval of the Campvention Chairman.
 - 2. All items to be sold may be subject to review by the State Campvention Chairman at any time.
 - 3. Kansas Campers Association shall receive a donation equal to 10% of the total sales of items sold by a commercial firm. Arrangements shall meet with the approval of the Campvention Chairman.
 - c. Items may be sold during a State Campvention by any INDIVIDUAL providing the following is adhered to:
 - 1. No soliciting for the sale of any item shall be conducted outside the selling area without approval of the State Campvention Chairman.
 - 2. All items to be sold may be subject to review by the State Campvention Chairman at any time.

3. The Kansas Camper Association Scholarship Fund shall receive a donation of 10% of the total sales of items sold.

9. THE FIRST ORDER OF BUSINESS IS TO HAVE FUN, FELLOWSHIP, AND FRIENDSHIP, FOR THE KCA MEMBERSHIP.

Approved May 3, 2014

KCA Board

END OF KCA POLICES

SUPPLEMENTAL INFORMATION FOLLOWS

WHO NEEDS INFORMATION

	Area	State	Kansas	KCA	KCA	District
	Execute	Director	Camper	Treas	Pres	Director
Chapter Membership List	Yes	Yes	Yes	Yes	Yes	Yes
Campout Schedule	No	Yes	Yes	No	No	Yes
Chapter Officers	No	Yes	No	Yes	Yes	Yes
Chapter Executive Committeeman	Yes	Yes	No	Yes	Yes	Yes
KCA Membership	Yes	Yes	Yes	Yes	Yes	Yes
Non-Affiliated KCA Members	Yes	Yes	Yes	Yes	Yes	Yes
Sunchasers Members	No	Yes	No	Yes	No	No
Address Changes	Yes	Yes	Yes	Yes	No	Yes
Member Drops	No	Yes	Yes	Yes	No	Yes
Deaths of Members	No	Yes	Yes	Yes	No	Yes
New KCA Members	Yes	Yes	Yes	Yes	Yes	Yes
Chapter Monthly Report	No	Yes	No	No	No	Yes
Chapter Annual Report	No	Yes	No	No	No	Yes
Member Renewal Labels	No	Yes	No	Yes	No	Yes

Information flow chart for KCA records

Who needs this information and to whom they are to be sent.

	Sent to
KCA Membership Lists:	Area Executive Committeeman State Treasurer Kansas Camper Newsletter Editor State Director
Non-Affiliated Members:	State Treasurer Kansas Camper Newsletter Editor State Director
New Members:	State Treasurer Kansas Camper Newsletter Editor State Director
Death Notices	Kansas Camper Newsletter Editor KCA Chaplain State Director Treasurer
Member Drops	State Director Treasurer Newsletter Editor

IN YOUR ANNUAL CHAPTER MEMBERSHIP PACKET

The chapter executive committeeman will receive a club membership list and KCA Membership forms. Fill out the membership forms, one for each chapter member, and check your club rooster for any changes or corrections. If someone has dropped their membership draw a line through the name, or if name, email, or address is wrong make those corrections as necessary.

1. One copy of the membership list, KCA membership forms and your KCA dues should be mailed to the KCA Treasurer
2. One copy of the membership list only to the Kansas Camper Newsletter Editor.
3. One copy of the membership list only to the State Director.

CHAPTERS IN KANSAS BY DISTRICTS

As of [October 2015](#)

Area I

Campfire Campers

Dusters

ManKans

Mustangs

Wagonears

Wyandots

Area II

Kanokliners

Kansa Travelers

Kay-O-Tee Campers

Newton Nomads

Teepee'ers

Area III

Area IV

Peacemakers

Pratt Fireliters

Sunflower Ramblers

[Kansas Campalots](#)

Area V

Kansas Membership Hierarchy

