

**AMERICAN CAMPING ASSOCIATION
OHIO SECTION
CLUSTER GUIDELINES
As approved by the Board of Directors**

PREAMBLE

For the purpose of promoting the objectives and purposes of the American Camping Association, herein after referred to as ACA and for carrying out the special responsibilities assigned to Sections by the ACA, including the implementation of standards and for the interpretation of camping, we hereby form ourselves into the American Camping Association, Ohio Section (herein "Section") which shall be nonsectarian, nonpartisan, and nonprofit-making and shall be chartered by the ACA and governed by its rules and regulations from time to time enacted.

ARTICLE I. Name

The name of this organization shall be the American Camping Association, Inc., Ohio Section, Greater Cincinnati Cluster, Northeast Ohio Cluster hereinafter referred to as Clusters

ARTICLE II. Mission

American Camping Association Mission: The American Camping Association is a community of camp professionals dedicated to enriching the lives of children and adults through the camp experience.

- Goal A: ACA will be members' primary resource for access to camp education, information and research.
- Goal B: ACA will be the authoritative public policy advocate for the accredited camp experience.
- Goal C: ACA will be financially secure and stable with resources to address future opportunities and challenges.
- Goal D: The camp experience will be acknowledged as a significant component in child development.

Article III. Jurisdiction and Authority

Section 1. The jurisdiction of the Cluster shall be confined to the geographic area near the region of said Cluster.

Section 2. No provision of these Bylaws shall contravene any provision of the Constitution and Bylaws of the American Camping Association, Inc.

Section 3. Clusters shall have no authority to bind the American Camping Association to any financial or legal obligation.

Section 4. The Clusters are organized and operated exclusively for charitable purposes and its activities shall be conducted in such a manner that no part of its net earnings shall inure the benefit of any member, director, or officer or other private person, except that the Cluster shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 5. No substantial part of the activities of the Cluster shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Cluster shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on

behalf of any candidate for public office.

Section 6. Notwithstanding any other provisions of these bylaws, no member, delegate, director, officer employee or representative of the Cluster shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 as amended and its regulations as they now exist or as they may hereafter be amended.

ARTICLE IV. MEMBERSHIP

Section 1. Membership in the cluster is open to all persons interested in organized camping who gives evidence of agreement with and acceptance of the objectives, code of ethics, and purposes of the Association. The Cluster shall follow equal opportunity practices in Cluster participation.

Section 2. If a membership in ACA is desired, that application shall be made in writing to the American Camping Association, Inc. Memberships and fees shall be processed by the American Camping Association, Inc., and sent to the Section. Types of membership shall conform to the categories set forth by the ACA.

Section 3. All ACA members in good standing are entitled to vote and hold office in the Cluster.

ARTICLE V. MEETINGS AND ELECTIONS

MEETINGS

Section 1. A Cluster shall meet a minimum of three (3) times a year for purpose of fulfilling the following objectives. The overall goal for Clusters in the ACA Ohio Section is to provide opportunities for persons with camping interests in geographic proximity to accomplish the following objectives.

Objective 1. To serve the public by working for health and safety in camps and interpreting the value of the camp experience.

Objective 2. To strengthen broad participation in ACA at all levels.

Objective 3. To provide a forum for exchange of information between Section Board and persons participation in Clusters.

Objective 4. To provide for geographic representation of the Section Board as well as Membership, Education, Public Relations and Standards Committees.

Objective 5. To provide opportunity for exchange of information and fellowship among person with mutual interests

Objective 6. To provide, in cooperation with Section Education Committee, training opportunities in Cluster settings.

Objective 7. To promote membership and participation in ACA.

ELECTIONS

Section 1. Elections shall be held on a 3 year cycle, compatible with the ACA, Inc. The following will take office in the Convenor years of service as outlined below:

Year 1: Convenor (2002)

Year 2: Secretary/Treasurer (2003)

Year 3:

Section 2. The Cluster may elect other officers it deems necessary for the effective management of Cluster business

Section 3. Elections shall take place in November, and elected persons shall take office at the January meeting following the election.

Section 4. Policies concerning election not specified in this document shall be determined by the Cluster and reported to the section board.

Section 5. In case of tie a flip of the coin shall determine the winner.

QUORUMS

Section 1. A majority of the members of the Cluster shall constitute a quorum for the transaction of business.

ARTICLE VI. OFFICERS

Section 1. The officers of this Cluster shall be made up of both elected and appointed individuals Cluster Convenors are considered elected officers as long as they are elected by ballot, all ACA members affiliated with the Cluster shall have the opportunity to vote.

Section 2. The cluster shall elect 2 officers. Elected officers of this Cluster shall be a Convenor, Secretary/Treasurer who shall hold office for three years. No elected officer shall be elected to successive terms in the same position after having completed one full term.

Section 3. The appointed members of the Cluster shall be the Cluster representatives to Education, Membership/Public Relation. Appointed members may serve more than one consecutive term. They will serve a three (3) year term, beginning with the Convenors term.

ARTICLE VII. DUTIES OF OFFICERS:

Section 1. The Convenor shall preside at all meetings of the Cluster and conduct them in conformance with the rules and regulations governing the ACA Ohio Section and Cluster. Represent the Cluster as a voting member at meeting of the Section Board and report on Cluster activities. Prepare the Cluster annual report and present it to the Section Board. Appoint Cluster Representatives to the section committees. Appoint a representative (an ACA member) to attend the Section board meetings when the Convenor cannot attend.

Section 2. The Cluster Secretary/Treasurer shall perform the duties of both recording and corresponding secretary. Maintain minutes of regular and special meeting of the Cluster and remit copies to the Section Executive and Section Webmaster. And if applicable shall keep adequate financial records, handle all funds and shall present a written financial report at each regular Cluster meeting.

ARTICLE VIII. COMMITTEES

Section 1. The cluster and or convenor may create task forces and/or ad hoc committees as needed.

Section 2. Committee reps are not required to be ACA members

ARTICLE IX. PARLIAMENTARY PROCEDURE

Section 1. All meetings of the Clusters shall be governed by parliamentary law as set forth in the latest edition of "Robert's Rules of Order."

ARTICLE X. FISCAL YEAR

Section 1. The fiscal year of the Cluster shall commence on January 1 and end the following December 31.

Section 2. No fees may be charged for Cluster membership.

Section 3. A Cluster may make an annual request for funds from the Section budget for Cluster administrative costs. (i.e. reproducing and distributing minutes, meeting notices, etc.)

Section 4. Requests for financial assistance for programs held with a Cluster must be channeled, by April 5 of the preceding year to the Section Board on an annual basis through the appropriate committee responsible for the program.

Section 5. All Cluster funds shall be collected and disbursed through the Section Treasurer.

Section 6. Clusters may raise funds for restricted purposes provided:

Prior approval has been given by the Section Board

Participation in the project is voluntary on the part of the Cluster members

Funds are accounted for through means approved by the Section Board

Project status reports (including finances) shall be given on a regular basis at Section board meetings and a complete report is given to the Section Board as a part of the Cluster

Annual report.

ARTICLE XI. AMENDMENTS

The Section Bylaws shall be amended by a two-thirds (2/3) vote of the members present at any regular meeting or special meeting called for this purpose, provided that the amendment shall have been approved by the Board of Directors and the American Camping Association, Inc. Amendments must be proposed at a previous meeting and mailed to the membership at least two (2) weeks prior to the date of the meeting in which such amendment is to be considered and voted upon.

ARTICLE XII. CLUSTER FORMATION AND TERMINATION

The following steps shall be followed for the formation and sanctioning of a new Cluster.

Section 1. Persons from a specified geographic area interested in camping shall meet to determine needs and interests.

Section 2. A request to the Section Board for permission to organize a Cluster must initially be supported by a minimum of five (5) ACA members.

Section 3. The organizing group shall request approval from the Section Board to organize a Cluster. It shall include:

Names of organizing persons

Statement of preliminary goals and objectives

Request for permission to use the ACA and Section name

Section 4. The Section President shall appoint a Section Board member to meet with the group to

assist with its planning, refine goals and objectives, develop operating guidelines and prepare formal request for sanction.

Section 5. The petition for sanction, when ready, shall be presented to Section Board by the assigned Board Member and one other person representing the proposed Cluster.

Section 6. The Section Board must act upon the petition.

Section 7. Cluster sanction may be terminated by a majority vote of the Section Board upon:

- Request of the Cluster

- Presentation of sufficient evidence that a Cluster is no longer fulfilling the criteria contained in this document.

ACA Ohio Section Cluster Annual Report

General Information

1. Name of Cluster _____
2. Have at least three meetings been held in the past 12 months? Yes No
Comments: _____
3. Has the Convenor or delegated representative attended a majority of Section Board meetings in the past 12 months? Yes No
Comments: _____
4. Have copies of Cluster meeting minutes been submitted on a timely basis to the Section Executive? Yes No Comments: _____
5. Are the following members of ACA?
Convenor Yes No Comments: _____
Secretary Yes No _____
Treasurer Yes No _____
6. Have representatives been named to the following Section Committees?
Membership Yes No Comments: _____
Education Yes No _____
Standards Yes No _____
Public Relations Yes No _____
7. Have committee representatives been active in work of the committee?
Membership Yes No Comments: _____
Education Yes No _____
Standards Yes No _____
Public Relations Yes No _____
8. Were notices of elections distributed to all persons affiliated with the Cluster? Yes No
Comments: _____
9. Have all programs (other than regularly scheduled meetings) been coordinated through appropriate Section Committee? Yes No
Comments: _____
10. Did the Cluster prepare evaluations and attendance reports of all programs for the Section Education Chair? Yes No Comments: _____
11. Is this report being presented at the November meeting of the Section Board? Yes No
Comments: _____

12. Regarding Cluster administrative funds from the Section:
- a. Amount allocated to cluster in present year? \$ _____
 - b. Amount used to date? \$ _____
 - c. Has request for next year been submitted to proper person? Yes No
 - d. Amount of request for next year? \$ _____

Comments: _____

Matters Requiring Action of Section Board

- 13 . If the Cluster has been previously granted permission to raise funds for restricted purposes:
- a. Attach a complete report of the project.
 - b. Attach a financial report.
 - c. Is the Cluster requesting approval of the Section Board to continue the project for another year? Yes No
 - d. If yes attach details of any changes in the project since the last approval by the Board.

14. Is the Cluster requesting permission to raise funds for restricted purposes for a project not previously approved? Yes No If yes, please attach a detailed proposal.

Additional Information

- 15. Attach a mailing list for members of the Cluster who are not members of ACA.
- 16. Attach a roster of present officers and representatives to the Section Committees.
- 17. Please list ways in which the Section Board can strengthen work of the Cluster.
- 18. Please make any suggestions, which will strengthen the work of the Ohio Section ACA.
- 19. What are the dates of next year's Cluster meetings?
- 20. Please describe program plans for next year?

Signature of Cluster Convenor _____
 Date: _____