

ORGANIZATIONS
THAT MAKE UP
THE HEDDING
COMMUNITY

August 2024

The following boards and organizations are all active in the Hedding Community.

HEDDING CAMP MEETING ASSOCIATION

See the Constitution for details on duties and members of the Hedding Camp Meeting Association

BOARD OF TRUSTEES

This Board Trustees is comprised of six elected members, two elected each year, for three year terms. In addition, the President and Comptroller of the Association are ex-officio members. The Board elects a Chairman and Secretary from amongst themselves annually. The Board meets many times a year at the call of the Chairman.

The Trustees are charged by the constitution to carry out the general business of the Association and to execute any directives voted at any meeting of the Association. They are also charged with the responsibility of the care, control and management of all the property of the Association.

They are authorized to make such rules and regulations as may be found necessary to carry out these duties and to enforce the observance of these rules and any others adopted by the Association.

They must approve all cottage transfers and rentals. They must also review and approve the construction of new buildings, additions to existing buildings or projects that will alter the exterior appearance of any buildings.

They may appoint a Superintendent to provide the general maintenance of the grounds and may also appoint a Director of Winter Security for the protection of the property during the off-season. These appointees are directly responsible to the Trustees.

They prepare for the consideration of the Association at the Annual Meeting, an operating budget, including all estimated expenses and the suggested levies and charges to meet these expenses.

They assign the Saturday night dates to various organizations for entertainment programs.

The Trustees shall make to each Annual Meeting a full report of the work for the year, together with such recommendations as it relates to future policy and procedures.

They appoint two persons to the Day Camp committee and one person to the Religious Life and Personnel Committee.

RELIGIOUS LIFE AND PERSONNEL COMMITTEE

The Religious Life and Personnel committee was created in 1967 as proposed by Chaplain Phil Crane at the Annual meeting of the Association.

At the Annual meeting of the Association held August 2023 the committee was revised to consist of the District Superintendent, Association Treasurer, three (3) elected members at large voted at the Annual Meeting of the Association for a three (3) year term for two consecutive terms only, one representative from Chautauqua Association, one representative from Trustees, one representative from HAA, one representative from Day Camp, one representative from Ladies and one young representative appointed by Religious Life. All voting members must be a member of the Association.

Duties:

To work with the President of the Camp Meeting Association, (the District Superintendent) or person he designates in the direction of the Camp Meeting and other religious activities.

To develop new programs such as – involving the cottage owners in the creation of a deeper sense of the Christian Community.

Seeking to relate the churches of the NH Conference to Hedding.

To organize the collateral services such as meals and housing associated with religious programs and Camp Meeting.

Responsibilities for Sunday Services:

Music – including Choir Director, Pianist and maintenance of piano.

Set up of altar – including distribution of books, programs, and arrangement of chairs.

Flower and Booster Lady

Greeters and Ushers

Notice on bulletin board

Arrange for housing for the Speaker for Camp Meeting Week. (Not the duty to clean or prepare buildings for occupancy during Camp Meeting Week)

All bills shown in the budget be initialed by the Secretary and sent to the Treasurer for payment.

The Religious Life and Personnel Committee assumes the responsibility of the Church School program.

Present an Annual Report to the Camp Meet Association.

Prepare printed brochures in consultation with the District Superintendent and the committee for release in May.

Shall appoint two delegates to the Day Camp Committee if money donation is given to Day Camp for that year

Shall appoint one youth representative to the committee. The youth member shall have voting rights if a member of the Association.

Serve coffee on Ladies Day in the morning.

DAY CAMP COMMITTEE

Organization of the Committee:

The membership of the Day Camp Committee shall consist of two members from each organization, i.e. Trustees, Chautauqua, Ladies, HAA and Religious Life.

The Chairman, Secretary and Treasurer shall be elected from the committee members.

Responsibility of the Committee:

Shall set up budget and determine salary to be offered to Counselor.

Shall determine weekly Day Camp fee.

Shall advertise for, interview and hire a Counselor.

Shall authorize expenditures.

Shall keep accurate inventory records of Day Camp Equipment.

Shall have supplies and equipment needed for camp in order by July 1st each year.

Shall appoint one delegate to the Religious Life Committee.

Duties of the Officers:

Co-Chairs:

Shall call all meetings and notify all members of meetings

Shall conduct all meetings

Shall handle all complaints

Shall put information notices in Highlights

Shall help Counselor any way possible

Secretary

Shall keep accurate minutes of all meetings

Treasurer

Shall collect campers' fees each Monday morning

Shall collect any additional monies raised through activities such as the Day Camp show, ice cream nights etc.

Shall pay all bills and keep itemized record of all receipts and expenditures

Shall ensure accurate records by utilizing a double counter as needed for large transactions.

Each of the committee members shall be responsible for keeping the organization they represent informed as to Day Camp policies.

Director

Requirements

Must be a qualified swimmer, must have at least Sr. Life Saving but prefer Water Front Safety.

Since Hedding is a Methodist Camp Ground, it would be preferable that the Counselor be a Methodist.

Duties

Swimming instruction with certification

Arts and crafts

Sports

Hikes and cookouts

Nature study

Singing and dramatics

One evening entertainment to raise money for the program

A weekly column of Day Camp news for the Hedding Highlights

Responsible for Day Camp table at Fair

Annual report to the Annual Meeting of the Camp Meeting Association

Salary

To be arranged each year

Junior Counselors are Hedding teens, to be at least 13 years old by the end of September. This is to keep these teens and their families at Hedding by providing some type of employment for these young people.

Camp commences Monday following the 4th of July and runs for six weeks.

If there are enough younger children a special camp will be held mornings for precampers.

If there are enough older children, a special camp will be held in the evenings for postcampers.

Please make any checks payable simply to "Hedding Day Camp."

CHAUTAUQUA ASSOCIATION

In the summer of 1886, twenty-three years after the incorporation of the Hedding Camp Meeting Association, a Sunday School Assembly was held at the Hedding Camp Grounds to provide regular course of instruction and round table discussions in order to promote the cause of Christian Education. This grew into the Hedding Chautauqua Association, which sponsored a summer university and assembly, modeled after the Chautauqua plan so far as practicable. By 1889 there were 229 students in the summer school, and the next year a building, now known as the Studio, was built for these classes. In 1895 the Art Classes were the most popular ones offered, and these continued for about fifteen more years. Gradually through the following years, interest shifted from classes and lectures to the presentation of dramatic productions by the Hedding players and the sponsorship of Old Home Week celebrations.

At the present time Chautauqua's main activities include publishing the Hedding Highlights, a weekly newsletter issued during the season and once in mid-winter; maintaining the Hedding website, www.heddingcampground.org; and sponsoring at least two Saturday night entertainments each season, one of which is the popular Auction. Chautauqua also provides significant financial support to other Hedding organizations and to the Historian. In 1980 they installed a shuffleboard court.

Membership in Chautauqua cost \$10.00 per person per season. This membership also entitles all women to be members of the Ladies' Auxiliary.

The Annual Meeting and election of officers is held shortly after the Annual Meeting of the Association, or at another time determined by the officers. Newly elected officers start their term on Labor Day.

BY-LAWS – HEDDING CHAUTAUQUA ASSOCIATION

- Name** This organization shall be known as the Hedding Chautauqua Association.
- Purpose** To promote Christian Fellowship and interest at the Hedding Camp Meeting Grounds in Epping, NH and at each other place where members may assemble.
- Membership** Membership in the H.C.A. is open to members of the Hedding Camp Meeting Association, their families and friends, upon payment of the Chautauqua Membership fee. Age limit for full voting privileges is sixteen (16) years of age.
- Membership** The Membership Fee shall be \$10.00 per calendar year, January 1st

Fee thru December 31st.

Officers The officers of the H.C.A. shall be: President, Vice-President, Secretary and Treasurer. These officers shall constitute the Executive Committee.

Meetings The H.C.A. shall hold Annual Meeting not earlier than the first week, nor later than the third week in August. Special meetings may be called by the President when so voted by the Executive committee or a vote of any ten (10) Members of the Association.

Nominating

Committee The Nominating Committee shall consist of three members.

DUTIES OF THE OFFICERS:

President Shall preside at all meetings.

Shall meet with the Board of Trustees and Presidents of each Hedding organization, when called for by the Chairman of the Board of Trustees, to plan dates of activities for the coming season.

Shall call a meeting of the Executive Committee when needed.

Shall appoint two delegates to serve on the Day Camp Committee.

Shall appoint one delegate to the Religious Life Committee.

Shall attend any Special Meetings called by the Chairman of the Trustees.

Shall have the power of office to replace any officer, Nominating Committee member or Auditor, who has resigned, declined to serve, or is unable to serve, with the approval of the Executive committee.

Shall call a Special Meeting of the eligible members of the H.C.A. when necessary, exclusive of the Annual Meeting with the approval of the Executive Committee or ten (10) members.

Shall present a resume of H.C.A. activities at the Annual Meeting of the

Hedding Camp Meeting Association,

Shall have the power of office to appoint and discharge Special Committees for various activities.

Shall run, or find someone to run, the Annual Auction and other Saturday night entertainment sponsored by the H.C.A.

Vice

President Shall preside in the absence of the President.
Shall assume the office of President in the event of resignation or inability of the President to serve.
Shall be responsible for the publication and distribution of the Highlights.

Secretary Shall take minutes of regular, special and Executive Committee meetings.
Shall furnish to the President a complete report of all Regular, Special and Executive Committee meetings.
Shall read report of minutes of the last Annual Meeting, at the Annual Meeting of the H.C.A..
Shall handle all correspondence and report to the President all official business.
Shall assume the office of Vice-President, should the Vice-President have to assume the office of President, also said Secretary shall continue with Secretary's duties until such time as the Executive Committee replaces the Vice-President.

Treasurer Shall be custodian of all funds.
Shall present a financial report at the H.C.A. Annual Meeting and any other meetings of this Organization.

Nominating Shall nominate its own Chairman.

Committee Shall present a slate consisting of nominations for President, Vice-President, Secretary, Treasurer, Auditor and Nominating Committee. All nominees shall be paid up members of the H.C.A.

Auditor Shall audit the account of the H.C.A. and present a written report at the Annual Meeting.

Term of

Office The term of office for all officers of the H.C.A. shall begin on Labor Day and continue for one year.

Quorum Twenty (20) members shall constitute a quorum for the transaction of business at any official meeting of the H.C.A.

Amendments Part or parts of these By-Laws may be amended only by a two-thirds (2/3) vote of the members present and voting. Amendments to the By-Laws as adopted shall become effective immediately.

HEDDING ATHLETIC ASSOCIATION

The H.A.A. as it is called, was formed apart from the other organizations to further the different sports activities on the grounds. They contribute money to various sports, have some sporting equipment available for use by their members and Day Camp. H.A.A. provides maintenance of the ballfield, horseshoe courts, basketball courts and the Kiddie Play Area.

HAA sponsors ball games, golf tournaments, horseshoe tournament, shuffleboard tournament, periodic fishing trips, the annual Olympic Day and community cookouts throughout the season.

Dues for H.A.A. are \$20 per individual (Under 18 free)

The Annual Meeting and election of officers is held on the second or third Saturday morning in August and the newly elected officers start their term on Labor Day.

Duties of Officers:

President	Shall preside at all meetings. Shall call a meeting of the Executive Committee when needed. Shall meet with the Board of Trustees and Presidents of each organization, when called for by Trustees to plan dates of activities for the coming season. Shall be responsible for two Saturday night events Shall appoint two delegates to serve on the Day Camp Committee Shall appoint one delegate to serve on the Religious Life Comm. Shall present a resume of H.A.A. activities at the Annual Meeting of the Hedding Camp Meeting Association and of the H.A.A.
Vice President	Shall preside in the absence of the President Shall assist with the planning of all H.A.A. activities Shall assume the office of President in the event of resignation or inability of the President to serve.

Secretary Shall take minutes of regular, special and Executive Committee Meetings.

Shall place al H.A.A. announcements in the Hedding Highlights.

Treasurer Shall be custodian of all funds.

Shall present a financial report of the H.A.A. Annual Meeting

**Nominating
Committee** Shall nominate its own Chairman.

Shall present a slate consisting of nomination for

President, Vice-President, Secretary

Treasurer and Nominating Committee

LADIES' AUXILIARY

This is a branch of the Chautauqua Association that was started for the women of the grounds in 1896. The Ladies meet weekly in the Studio for refreshments and entertainment programs. The first Saturday in August they have a Fair to raise money for various activities and improvements for the grounds. This is similar to Old Home Day as many past Heddingites visit on Fair Day. They also oversee the Library and Thrift Shop. They sponsor the annual 4th of July parade. Any lady who is a member of the Chautauqua Association is automatically a member of the Ladies' Auxiliary and may attend their meetings.

BY- LAWS OF THE LADIES' AUXILIARY

Name	The organization shall be called the Ladies' Auxiliary to the Hedding Chautauqua Association.
Purpose	To promote the interest of Hedding and Christian Fellowship
Dues	There shall be no dues, except those paid to the Treasurer of the Chautauqua Association.
Officers	The officers of the Ladies' Auxiliary shall be: President, Vice-President, Secretary and Treasurer. These officers shall constitute the Executive Committee.
Meetings	Meetings shall be held weekly during July and August. Meetings may be omitted during Camp Meeting Week, but a luncheon shall be served to the Ladies of the District on Ladies Day of Camp Meeting Week. The Annual Meeting shall be held the week after Camp Meeting.
Elections	Officers shall be elected at the Ladies' meeting the week after Camp Meeting Week.

DUTIES OF OFFICERS:

President	<p>Shall preside at all meetings of the Ladies' Auxiliary and of its Executive Board.</p> <p>Shall call a meeting of the Executive Board at her discretion.</p> <p>Shall meet with Chairman of the Board of Trustees and Presidents of each Hedding Organization (before the season closes) to plan dates for activities of the coming season.</p> <p>Shall appoint two delegates to the Day Camp Committee.</p> <p>Shall appoint one delegate to the Religious Life Committee.</p> <p>Shall make an annual report at the Annual Meeting of the Hedding Camp Meeting Association and at the Annual Meeting of the Ladies' Auxiliary.</p> <p>Shall be responsible for a Saturday night entertainment during the season.</p> <p>Shall coordinate the annual 4th of July parade.</p> <p>Shall be responsible for the serving of a luncheon to the visitors on Ladies Day.</p> <p>Shall give a welcoming address to the visitors on Ladies Day.</p>
V. President	<p>Shall preside at all meetings in the absence of the President.</p> <p>Shall arrange all programs.</p> <p>Shall arrange all devotions.</p>
Secretary	<p>Shall take minutes of all regular and Board Meetings of the Ladies' Auxiliary.</p> <p>Shall have charge of all correspondence of the organization.</p> <p>Shall write a column for the Highlights on the activities of the Ladies' Auxiliary.</p>

Treasurer	<p>Shall be custodian of all funds of the Ladies' Auxiliary.</p> <p>Shall pay all bills of the organization, upon proper authorization.</p> <p>Shall render a financial statement of each meeting.</p> <p>Shall give an Annual Report at the Annual Meeting of the Ladies' Auxiliary.</p>
Nominating Committee	<p>Shall secure and present a slate of officers for the ensuing year at the Ladies' Meeting before Camp Meeting Week.</p> <p>May appoint someone to fill an unexpired term, should a vacancy occur during the year.</p>
Auditor	<p>Before the Annual Meeting of the Ladies' Auxiliary the books shall be audited by an auditor appointed by the Auxiliary: said Auditor may or May not be a member of the Auxiliary.</p>
Fair Committee	<p>Shall make all plans and obtain table chairpersons for the annual Fair held the first Saturday in August. (See Fair notebook for all duties.)</p>
Librarian	<p>Shall oversee the Hedding Library run by the Auxiliary.</p>
Thrift Shop	<p>The Coordinator shall oversee the Hedding Thrift Shop run by the Auxiliary.</p>
Term of Office	<p>Officers shall be elected in August: said officers shall assume responsibility after the close of the last meeting of the season.</p>
Amendments	<p>These By-Laws may be amended at any time by a 2/3 majority of those present.</p>

These By-Laws were adopted at a regular meeting of the Ladies' Auxiliary on July 17, 1963.

AMMENDMENTS TO THE AUGUST 2024 HEDDING CAMP MEETING ASSOCIATION BOOKLET:

8/24/2024 During the annual meeting of the Hedding Athletic Association the annual dues were changed to the following: Individual Membership \$10/ Cottage Membership \$30 and Sponsor Membership \$40 plus.