

**CONSTITUTION AND BY-LAWS OF THE  
CENTRAL CALIFORNIA SQUARE DANCERS ASSOCIATION**

**Revised March 2014**  
**Revised November 16, 2015**  
**Revised January 9, 2017**  
**Revised September 9, 2018**

**Article 1**

The name of this organization is the Central California Square Dancers Association (CCSDA)

**Article 2**

The purpose of this association shall be to promote American square, round, and country western/line dancing for pleasure in a spirit of good fellowship. To exchange information between clubs and promote inter-club activities so as to have a closer fellowship between member clubs and the Callers Association Modesto Area (CAMA).

**Article 3**

The officers of this association shall consist of president, vice president, secretary, and treasurer.

**Article 4**

Official business of this association shall be transacted at regular or special meetings as provided by the by-laws.

The Association address of P.O. Box 993 Modesto CA 95353 shall be used for correspondence and other material related to the official business of the association. E-mail is also an acceptable means of correspondence.

**Article 5**

A simple majority of the club representatives shall constitute a quorum.

**Article 6**

The constitution and by-laws may be amended by reading the proposed change at any regular or special meeting, then re-reading the proposed changes at the next scheduled meeting. Proposed changes shall be included in the notice of the meeting at which they are to be voted upon. Immediately following the second reading, a vote shall be taken and a two-thirds (2/3) majority of the club representatives is required to carry.

**Article 7**

This association shall be a nonprofit organization.

**Article 8**

Section 1: The membership of this association shall consist of formally organized clubs in the square dance movement as defined by the United Square

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Dancers Association and that support membership in the California Square Dance Council, Inc., as organized under its (council's) current by-laws. Any club to be eligible must:

- A) Be devoted to a form of the square or round dance movement as defined by the United Square Dancers of America or Roundalab.
- B) Be composed of members who are of good character and who are pleasant and congenial persons.
- C) Have been an organized and active club for a period of one (1) year prior to application for regular membership.
- D) Have graduated a beginner's class appropriate to the level and type of dancing for that club prior to application for membership.
- E) Have a club membership of at least 8 active dancers at the time of application.

Section 2: A club may apply for membership after having been organized, provided the provisions of (a), (b) and (e) of section 1 are met. At that time the club may be given an associate membership until such time as it becomes eligible for regular membership. The club has 12 months from the date of application to meet provisions (c) and (d).

- A) An associate member club, on becoming eligible for regular membership, shall apply for regular membership as stated in Article 8, section 1 of these by-laws.
- B) The associate membership shall include all association benefits, except the privilege of voting.

Section 3: New clubs wishing to join the association shall submit an application to the secretary with the following information:

- A) The names and addresses of active members of the club at the time of its application.
- B) A list of the officers, caller(s) and representative(s) to this association with addresses and telephone numbers and a copy of its constitution and by-laws.
  - (1) The club by-laws must contain the following statement:  
"This club is an affiliate member of the California Square Dance Council, Inc. and the United Square Dancers of America".

Section 4: The membership committee, consisting of three people, shall visit the club seeking membership and report back at the next regular association meeting, and the application shall then be presented for approval of the

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associate or regular membership. Each application must be approved by a majority of the representatives of the member clubs present.

- A) The membership committee shall be selected from the members of the association and not the elected officers of this association.
  - (1) Membership committee members should not be from the same club.
  - (2) Membership committee members should not be couples/partners.
- B) The vote for associate and regular membership shall be by secret written ballot.

Section 5: Each member club shall pay dues annually for the calendar year.

Section 6: Any member club whose dues fall more than 90 days in arrears and/or who fail representation at three successive meetings of this association, without good reason, may be dropped from this association membership after notification in writing. Termination of membership will require a majority vote of the member clubs present. The vote shall be by secret written ballot.

Section 7: Reinstatement of clubs:

Clubs who have been dropped from this association, either for nonpayment of dues or failing to attend three successive meetings, may reapply for membership as provided in these by-laws in the same manner as any club applying for regular membership.

### **Article 9**

Section 1: The governing body shall consist of: the executive board (President, Vice President, Secretary, and Treasurer) and one representative from each club. Each club through its representative is entitled to one (1) vote.

Section 2: Representatives must be active members within their own club, and the club they represent must be a member in good standing in this association before they may cast their vote. Representatives should be designated by each club to take office in November and should serve for at least one year.

- A) Each club shall provide the secretary with any changes in the club's representatives prior to the start of the meeting.
- B) An elected CCSDA officer cannot be a club representative.
- C) Clubs may choose to have on record an alternate representative should the club representative be unable to attend an Association meeting.

Section 3: In case of a tie vote, the executive board of this association shall have one collective vote.

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Section 4: When contracting of services is under consideration by the association, any representative who may personally benefit financially must abstain from the discussion and vote.

Section 5: Nomination and Election of Officers

- A) The President and Vice President shall be elected from the current officers, representatives and past officers of CCSDA and current and past club presidents who are dancing members in good standing in a club that is a member of this association.
- B) The Secretary and Treasurer shall be elected from any dancing member in good standing in a club that is a member of this association.
- C) The President, with approval of the executive board, shall appoint the Parliamentarian.
- D) Definition of officer: Any elected/appointed person who has served in CCSDA in a leadership role, including as a committee chairperson and is currently a CCSDA member in good standing.
  - (1) No officer of CCSDA shall be bonded, unless requested by CCSDA members. A 2/3 vote shall be required for said bonding.
- E) At the July meeting, the nominating committee will submit the name, with resume (optional), of one candidate for each elected office.
- F) All nominations from the floor will be made at the September meeting, a brief resume of the nominees may be presented at that time.
- G) The voting for all elected offices shall be by secret ballot and will be held at the September meeting.
- H) Officers will be elected as individuals.

Section 6:

- A) Any elected official may be removed by a 2/3 majority vote of the representatives.
- B) Any elected officer that is not bondable is automatically removed from office.
- C) When a vacancy occurs in an elected office, the president shall appoint a temporary replacement, pending election through the normal procedures outlined in these bylaws.

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- D) The office of President and Vice President shall not be held by the same person for more than three consecutive terms in each office.
  
- E) In the event that there is no person nominated for the office of president and the current president is unable to remain in office due to personal reasons or bylaw requirements, the CCSDA delegates shall meet in an executive session to appoint a temporary "Chairman of the Board" from their ranks. This temporary chairman shall conduct business as usual for CCSDA and all applicable bylaws for the president shall apply to him/her. The CCSDA delegates and the temporary chairman must elect a president within ninety (90) days of the November meeting.
  - (1) In the event that the office of President cannot be filled by the ninety day deadline, the temporary chairman must send a written letter, certified, to each member club informing them of the problem and designate a time and place for a meeting of all members to discuss the problem and develop a resolution to the vacancy. This must be done by the third Monday in March. If no resolution is developed at the March meeting, the temporary chairman shall begin procedures to dissolve the Central California Square Dancers Association as per these bylaws and the laws of the state of California.

**Article 10**

Section 1: The duties of the officers of this association shall be:

- A) The President shall:
  - (1) Preside at all meetings of this association.
  - (2) Serve as an ex-officio member of all committees.
  - (3) Appoint and/or remove members of standing committees.
  - (4) Appoint the parliamentarian, with the approval of the Executive Board.
  - (5) Perform all other duties incumbent of this office. The President or his/her appointed delegate is to attend meetings of the California Square Dance Council, Inc. Shall be authorized to vote, represent, or act on behalf of this association on all matters brought before the meetings of the California Square Dance Council, Inc.
  - (6) Print a special events calendar annually.
  
- B) The Vice President shall:
  - (1) Assume the duties of the president upon his absence.

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- (2) Act as chairman of program and dance committees for 5th Saturdays and the Stanislaus County fair dance.
- (3) Shall be Chairperson of the Caller/Cuer Appropriation Committee

C) The Secretary shall:

- (1) Keep a correct record of the proceedings of all meetings.
- (2) Keep an official membership list and attendance record.
- (3) Keep a list of all standing committees and a copy of the Constitution and Bylaws.
- (4) Conduct all necessary correspondence.
- (5) Give all notices of meetings of this association.
- (6) Perform such other duties assigned by the executive board of these bylaws.
- (7) Furnish all CCSDA officers and representatives with a current copy of the constitution and bylaws, and standing rules.

D) The Treasurer shall:

- (1) Be custodian of all funds of this association.
- (2) Collect all dues and monies from other sources.
- (3) Pay all bills upon presentation of proper check request forms.
- (4) Prepare a written financial report at the close of term of office. All funds shall be deposited in the bank with the signature of the President, Vice President or Treasurer.

Section 2: This association shall publish a CCSDA dance magazine, hereafter called the Promenader

- A) The operation of this magazine shall be conducted by an Editor, Subscription Editor and/or Promenader Treasurer under the supervision of the executive board.
- B) The Editor shall be selected by the President and Vice President of the association, with approval of a majority of the club representatives. The editor is appointed for a three (3) year term in office and may, with the representative's approval, serve additional terms.

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- C) The Subscription Editor shall be selected by the editor-designate, the association president and the association vice president, subject to approval of the voting representatives.
- D) The Editor and Subscription Editor shall:
  - (1) Assume responsibility for the care and safety of all equipment and supplies owned by this association related to the publication and distribution of the Promenader.
  - (2) Appoint such assistants as may be necessary.
- E) The Subscription Editor may become Editor in the event the editor leaves the office or is removed for cause, subject to the approval of the representatives.

Section 3: Standing committees

Per Section 1: A) (3) Chairman and members of standing committees shall be appointed by the CCSDA President from individuals who are members in good standing in a club that is a member of this association. Appointments shall be confirmed by the approval of the governing body of CCSDA at the next regularly scheduled meeting of the association following appointment.

- A) The Historian shall:
  - (1) Keep photographic history of the association.
  - (2) Shall be given free admission to all member clubs' anniversary dances when wearing appropriate badges.
- B) The Insurance Director shall:
  - (1) Maintain a liability and medical payment insurance plan and the necessary files and records.
  - (2) Receive and bank all medical insurance receipts of the association.
  - (3) Be responsible for proper insurance on all association property and see that this insurance is kept current.
- C) The Audit Committee shall:
  - (1) Consist of two members. They shall not be elected officers of this association.
  - (2) Be appointed by the President with the approval of the club representatives.
  - (3) Audit the Treasurer's books and all property records between the September and November meetings each

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year and report back to the membership at the November meeting in writing.

- (4) Audit the Promenader books once each year, following the March CCSDA meeting.
  - (5) Audit the Wing Ding books.
- D) The Bylaws Committee shall:
- (1) Review the bylaws and standing rules for needed changes.
  - (2) Review all suggested changes submitted to them from the representatives.
  - (3) Submit their recommendations for the consideration of the voting representatives.
- E) The Parliamentarian shall:
- (1) See that the standing rules do not conflict with the bylaws
  - (2) Maintain order and see that the meetings are conducted with current Robert's Rules Of Order, newly revised, as a guide.
- F) Wing Ding Festival:
- (1) This Association shall sponsor an annual square and round dance festival to be held the first weekend in March, which includes the first Saturday. This festival shall be known as the Wing Ding.
  - (2) The Guidelines for the Wing Ding Festival are attached.
- G) The Caller / Cuer Appropriation Committee shall:
- (1) Contact, negotiate with and issue contracts to callers/cuers for the Wing Ding Festival.
  - (2) The committee shall consist of the following:
    - (a) CCSDA Vice President as committee Chairman
    - (b) Chairman of the Wing Ding Festival
    - (c) CAMA caller
    - (e) CAMA cuer
    - (f) Member at large
    - (g) Wing Ding Co-Chairman

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- H) Caller / Cuer Appropriation Committee guidelines:
- (1) Work closely with the Wing Ding developing a featured caller/cuer list.
  - (2) Solicit a list of potential featured callers/cuers from listed above to begin to work with.
  - (3) Contact each caller/cuer listed and ascertain their interest and availability and bargain for the best possible prices.
  - (4) Submit a list back to Wing Ding Committee of the callers/ cuers who are interested along with the cost figures.
  - (5) The festival committees are to review the caller/cuers submitted and select their choices beginning with the most desired and ending with the least desired. In the event a meeting can't be scheduled, email or US Mail voting is an acceptable paper trail.
  - (6) The festival (referring to the current committee in charge of the festival) shall return their choices to the caller / cuer appropriation committee for further action. Email or US Mail voting is an acceptable paper trail. The final tally of votes will be sent back to the festival.
  - (7) The caller/cuer appropriation committee shall then contact the caller/cuers listed--The Vice President will issue the contracts.

Note:

- \* All parties involved must keep in mind and work within the time frames involved with the festival dates and meeting times of all committees involved.
- \* As in any appointed committee in CCSDA, a quorum of committee members must be present before a committee can meet to take action on any item.
- \* Minutes must be taken of the meeting.
- \* All members of the committee must be notified of the date, time and location of each meeting.
- \* All copies of the minutes and email or US Mail voting must be submitted to the CCSDA secretary for permanent record keeping.
- \* All contracts issued must be dispersed as follows:

The original given to the CCSDA secretary for permanent record with a copy given to the Wing Ding committee and a



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**STANDING RULES OF THE  
CENTRAL CALIFORNIA SQUARE DANCE ASSOCIATION**

**REVISED M a y 19, 2008  
REVISED November 16, 2015  
REVISED January 9, 2017**

**I. 5th Saturday Dances:**

- A) This Association shall host, with CAMA, party dance on the fifth Saturday of any month in which such Saturday(s) occur, excluding the fifth Saturday in December.
- B) The CCSDA Vice President and CAMA members and their partner that are participating in the 5th Saturday Dance will be given courtesy admission.
- C) A fundraising opportunity may be held at each Fifth Saturday Dance hosted by this Association. Proceeds to be designated and/or divided as approved by CCSDA.
- D) CCSDA Fifth Saturday Dances are no host dances. Dancers will be asked to assist with set -up, clean-up and to provide refreshments.
- E) The donation for the Fifth Saturday Dances hosted by this Association shall be minimum \$8.00 per person for adults and minimum \$4.00 for young people fourteen (14) years of age and under. (Revised on 3/21/16)
- F) At Fifth Saturday Dances hosted by this Association, single or double round dances between tips will be at the discretion of the Master of Ceremonies.
- G) The CAMA Program Chairman or his appointed replacement will act as Master of Ceremonies for the 5<sup>th</sup> Saturday Dance.
- H) After expenses, profit or loss will be split between CCSDA and CAMA.

**II. Wing Ding:**

This Association shall sponsor an annual square and round dance festival to be held the first weekend in March, which includes the first Saturday. This festival shall be known as the Wing Ding.

- A) The Wing Ding Chairman and partner, when wearing proper badges, shall be given courtesy admission to all dances hosted by member clubs of this Association when promoting Wing Ding during the months of December, January and February.
- B) Guidelines for the Wing Ding are attached.

**III. CCSDA President:**

- A) The President, Vice President, Treasurer, or Secretary of CCSDA is to

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attend graduation and anniversary dances held by the clubs of this Association whenever possible.

- B) All member clubs shall give courtesy admission to the President and partner of this and other associations when wearing their proper badges.
- C) This Association shall pay motel, meals and gasoline expenses for the President and a second representative to the California State Square Dancers, Incorporated meeting.

**IV. Member Clubs:**

- A) Each member club shall pay dues of \$20.00 per calendar year to CCSDA, plus \$1.00 per insured dancer to State Council.
  - (1) Dues are due in November of the preceding year and are delinquent 90 days later.
  - (2) Dues for new member clubs will not be prorated.
- B) A club will be allowed to take a full year's leave. After that year, if it is not re-established, it may become an associate member for one (1) year, but after that year is over, and if it is still not re-established, it will be dropped from the Association.
- C) It is the intent of CCSDA to support our sister association, CAMA, in all its activities, and the utilization of CAMA members for our club callers is encouraged.

**V. Anniversary Dances, Newer Dancer's Dances & Special Dances:**

- A) This Association will maintain a club Anniversary Dance, Newer Dancer's Hoedown and Special Dance Calendar.
  - B) Each club will be entitled to an anniversary dance, one (1) Newer Dancer's Hoedown and one (1) special dance date per year.
  - C) Additional special dances may be added provided if there are
    - (1) No conflicts with the Calendar or this section of the Standing Rules
    - (2) They are pre-approved by an affirmative vote of the CCSDA club representatives.
- For purposes of this section, the terms hoedown, hop, jig, reel, shuffle and all similar dancing terms will have the same meaning as the word dance.
- D) Club dances of any kind may not be scheduled on the same date.
  - E) Every attempt should be made to avoid scheduling of an Anniversary Dance, Newer Dancer's Hoedown or Special Dance on the same weekend as another similar dance.

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- F) Clubs of this Association shall obtain permission of the membership prior to changing a regular dance to another date or before scheduling a donation-funded dance on a night other than their regular dance night.
- G) Clubs of this Association shall submit a written request for dance dates to CCSDA each October and receive approval before advertising and/or conducting a dance.
- H) Workshops, party nights, etc. shall only be allowed on a club's regular dance date or it will be considered a special dance.

**VI. The Promenader:**

- A) The Promenader will run a list of the member clubs' addresses in each issue.
- B) The Promenader will run a list of the members of the Callers Association Modesto Area in each issue at no charge to CAMA.
- C) Advertising in the Promenader is open to anyone, however only CCSDA scheduler approved dances will be listed on the CCSDA Calendar.
- D) The Promenader will publish twelve (12) issues per year.

**VII. Badges:**

- A) This Association will purchase officer and committee badges for all Association officers, which they will retain during their term(s) in office. Except for the office of President and Vice President, these badges will have no date (year).

**VIII. CAMA:**

- A) It is the intent of CCSDA to support our sister association, CAMA, in all its activities, and the utilization of CAMA members for our club callers is encouraged.

**IX. This Association Shall Not:**

- A) This Association shall not sponsor benefits, however, this is not to be construed as a limitation on any club to sponsor or participate in any benefit or that this Association cannot offer assistance for any cause, subject to the approval of the voting Representatives of this Association.
- B) This Association does not sponsor, compete in, nor support dancing contests, whether square dance or other types of dancing.

**X. Central California Square Dance Association's Dancers of the Year:**

- A) Each Association club will submit the names of dancing partners/dancer who are club members at the September meeting.
  - 1) The dancing partners/dancer will be selected by the clubs by whatever means the club desires.
  - 2) The club should confirm prior to submission that the nominated

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dancing partners/dancer is willing to serve.

- B) Names of the dancing partners/dancer will be placed in a "hat" and the CCSDA President will draw a winner at the September meeting.
- C) CCSDA will present the winning dancing partners/dancer with appropriate badges at the Inaugural Ball.
- D) While wearing these badges, the dancing partners/dancer will be given complimentary admission to all 5th Saturday Dances sponsored by CCSDA. Complimentary admission will also be given to the Wing Ding Festival for the year they are Dancers of the Year. (The couple will pay for RV parking, if desired,)
- E) While wearing these badges, the dancing partners/dancer shall be given free admission to all member club dances.

**XI. Taking of Club Banners: (Guidelines Only)**

- A) Guidelines for taking and claiming club banners
  - (1) A dancer attending a club dance or workshop as a guest for the purpose of taking or retrieving a banner shall only be counted once per square dance club and once per round dance club.
  - (2) A minimum of eight club members must be present to request a club banner.
  - (3) No other banners shall be taken except that of the host club.
  - (4) Banners may be taken or claimed at any club dance or workshop.
  - (5) If a club is the current holder of a club's traveling banner, they may not request another from the same club.
  - (6) Each club shall have a minimum of two traveling banners.
  - (7) After one year, if the club holding a traveling banner that has not been retrieved, they must return the banner to the club.

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**CCSDA STANDING RULES II B**

**GUIDELINES FOR THE WING DING**

**Revised May 19, 2008**

**Revisions Approved November 16, 2015**

**I. General Policies:**

- A) The Central California Wing Ding, hereafter referred to as Wing Ding, shall be held the weekend of the first (1st) Saturday in March.
- B) The color scheme of the Wing Ding shall be red, white and blue.
- C) The Executive Board shall hold back \$4500 for a reserve account of money to be held aside to carry the committee's needs for the coming year. All monies after bills except \$4500 shall be turned over to CCSDA.
- D) A Board of Directors shall govern the Wing Ding. The Board shall consist of the Executive Committee and all committee chairpersons.
  - (1) The Executive Committee shall consist of the General Chairperson, the Co-chairperson, the Secretary, the immediate past Wing Ding Chairperson, and the CCSDA President. The General Chairperson shall appoint the committee chairpersons.
  - (2) The Executive Committee shall have no vote except in the occasion of a tie. They will then have one vote among them.
  - (3) Each committee chairperson must be a member in good standing of a CCSDA club.
  - (4) Each committee chairperson shall have one vote.
  - (5) No person or persons shall act in any official capacity on the Wing Ding while serving as an officer of any other square dance association.
  - (6) All work done by the officers, board and chairmen is voluntary. No dinners, alcoholic drinks, travel expenses, etc. are to be paid from Wing Ding funds.
- E) The following Wing Ding Committee Chairman and their partner will receive complimentary admission (ribbons) to the Wing Ding Festival:
  - (1) General Chairman, Co-Chairman, Secretary, Treasurer, Pre-Registration, Publicity, Historian, Facilities, Vendors, Decorations, Hospitality, Wagon Master, Assistant Wagon Master, Door Registration, and Raffle/Silent Auction.
    - a) If a couple serves in two separate capacities on the Wing Ding Committee, they will receive complimentary admission once.

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- b) Each committee will receive a maximum of two complimentary admissions (ribbons).
- F) The following guidelines are to enable an accurate audit to be performed:
- (1) Pre-registration should include a deposit recap with all monies given to the Treasurer.
    - After Pre-registration deadline, pre-registration slip totals should agree with total money deposited for pre-registration.
  - (2) Club representatives or other persons selling pre-registration ribbons and/or RV parking must get slips made out by all registrants. Slips and money should be turned over to pre-registration chairman by pre-registration deadline.
  - (3) Door registration will get all registrants to fill out registration slips showing days paid for and total amount paid. At the end of each shift, the cash box will be closed and a new one (with change) put in use and someone from Door Registration will bring all money and slips to the Treasurer, where they will help the Treasurer in counting and balancing money to slips.
  - (4) Wagonmaster must get slips filled out by RVers that are not pre-registered, showing days stayed and money received and turn slips and money over to Treasurer every night.
    - NOTE: Wagon master may distribute ribbons, or will refer dancers to the door registration booth.
  - (5) The Treasurer will make bank deposits as often as practical to avoid any large amounts of cash on hand.
    - NOTE: Any overages or shortages found during any of the above tasks should be documented with a note. The note along with the registration slips should be kept as part of the permanent record to assist in any future audit.
- G) Robert's Rules of Order (revised) will be used as a reference for any conditions not specifically covered by these guidelines.
- H) The Wing Ding is a function of the Central California Square Dancers Association and as such can be disbanded by a two-thirds (2/3) vote of the total voting membership of the CCSDA. In the event of such disbandment, the assets and liabilities of the Wing Ding will be assumed by CCSDA.
- I) Rules can be changed, removed with approval of a two-thirds majority of CCSDA membership.

**II. Board of Directors:**

- A) Wing Ding Executive Committee

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- (1) The Wing Ding Executive Committee shall consist of the immediate Past Wing Ding Chairperson, the General Chairperson, the Co-Chairperson, the Secretary and the CCSDA President. If, for any reason, the Chairpersons position becomes vacant, the Co- Chair-person will become Chair-person, and a new Co-Chairman shall be elected.
  - (2) The Co-Chairperson shall become General Chairperson the following year. As a Standing Committee of CCSDA, per the CCSDA Bylaws Article 10, Section 1:A:3, the CCSDA President appoints the Co-Chairman. The Wing Ding Committee may make a recommendation on the appointment of the Co-Chairman
- B) Duties of the Executive Committee:
- (1) General Chairperson
    - (a) Act as presiding officer at all meetings.
    - (b) Arrange the meetings and their locations.
    - (c) Notify all committee chairpersons of the time and place of the next meeting.
    - (d) Shall serve on the CCSDA Caller/Cuer Appropriations Committee
    - (e) Sign all contracts except for callers and cuers.
    - (f) Appoints all chairpersons necessary. Each chairperson must be a current member of a CCSDA club.
    - (g) Report to the CCSDA at its regular meeting.
    - (h) Act as Program Chairman
      - 1. Set up the program for the festival. Present said program to the Wing Ding Committee for approval.
      - 2. Notify the callers in advance as to their schedules and the levels to be called.
      - 3. Chairperson shall see that the schedule and following year's schedule is prepared in sufficient time to be included on publicity materials.
    - (i) Check with the local Chamber of Commerce for local information on such things as motels, churches. maps. etc.
    - (j) Book rooms for featured Wing Ding callers/cuers at local motels
    - (k) Assemble and pass out a packet with information, which should include flyers, booklet and a map of the fairgrounds.

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(l) Maintain an inventory of the contents of the Wing Ding trailer, recommend repairs and / or replacement of content items.

(2) Co-Chairperson

(a) Arrange and carry out the details of the Grand March.

(b) See that flyers are ready for the following year's Wing Ding.

(c) Serve on the caller/cuer appropriation committee.

(3) Secretary

(a) Keep a record of the minutes of all meetings.

(b) Mail or e-mail copies of the minutes to members of the Board of Directors, Executive Board of CCSDA and others as requested.

C) Committee Chairpersons

It is the duty of all committee chairpersons to complete their jobs diligently and to report back at each meeting. The report should be submitted in writing prior to the meeting if they cannot attend the meeting.

(1) Pre-Registration

(a) Take responsibility for pre-registration; arranges for the printing and sequential numbering of ribbons; arranges for the Distribution of ribbons

(b) Coordinate with the Wagon Master and Door Registration.

(2) Treasurer

(a) Keep a record of all income and expenses.

(b) Pay all bills upon presentation of properly approved expense reports.

(c) Coordinate with the Pre-Registration Chairperson to make certain the monies collected are deposited in a timely fashion.

(d) Be responsible for the collection of all funds during the festival and deposit of same.

(e) Have a current financial report at all Wing Ding meetings and make a copy each for the General Chairperson and Secretary.

(f) Have a final, written report ready for the May meeting.

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- (g) The books shall be audited immediately after the May meeting by the CCSDA Audit Committee.
- (3) Publicity
- (a) Arrange for the printing and distribution of the flyers.
  - (b) Handle all publicity and placement of ads in publications
  - (c) Contact magazines, TV, radio etc. for placement of announcements regarding the Wing Ding.
- (4) Historian
- (a) Take pictures of events leading up to and including the Wing Ding.
  - (b) Mount the collections of photos and items of interest in the Wing Ding scrapbook.
- (5) Facilities
- (a) Make certain the halls are clean prior to, during and after the Wing Ding.
  - (b) Coordinate with the fairground's custodian for proper maintenance of the facilities.
  - (c) Obtain all supplies needed to prepare and maintain the floors for dancing.
  - (d) Be responsible for keeping water and cups available for the dancers and maintaining the restrooms during the Wing Ding.
- (6) Vendors
- (a) Send a letter out to vendors advertising of price, location and size of booth.
  - (b) Give first option to return to the Wing Ding to prior years' vendors.
  - (c) Keep a record of those vendors who want booth space and send a letter of acknowledgement.
  - (d) Prior to Friday morning, mark space for each vendor
  - (e) Advise vendors of operating rules.
  - (f) Coordinate with Wing Ding Chairman and the Fairgrounds in booth set-up

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- (7) Decorations
  - (a) Coordinate with the Board on what type of decorations will be used in the halls.
  - (b) Make all necessary signs.
  - (c) Decorate stages and halls.
  
- (8) Hospitality
  - (a) Arrange a location for the hospitality room. Keep coffee and light snacks available for callers and VIP's.
  - (b) See that the callers have hot coffee and ice water on the stage. These will have to be maintained during all sessions.
  - (c) Arrange for and mark designated parking spaces for the festival callers and cuers.
  
- (9) Wagon Master
  - (a) Work with Pre-registration to plan for all RV's that have pre-registered.
  - (b) Check-in RV's as they arrive and direct them to their sites.
  - (c) Collect RV fees from those that have not paid in advance.
  - (d) Count the RVs each day and submit number to Treasurer, along with any monies collected.
  - (e) Record any group's space request for the following year, noting the sequence in which each is received.
  - (f) The Wagon Master, assistant Wagon Masters, and the General Chairperson are to receive complimentary RV spaces
  - (g) Act as Utilities Chairperson
    - 1. Assure that adequate equipment is available and in good, safe working order for providing electricity and water for RV's
  
- (10) Door Registration
  - (a) Arrange for a committee to handle the different hours of registration.
  - (b) Display a sign telling what hours door registration will be open

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- (c) Have dancers that have not pre-registered fill out registration forms, collect their fees and deliver monies each day to the treasurer.
- (d) Arrange door coverage to handle donations for any extra functions of the Wing Ding Committee. These could include any wind-down or after parties held by the Wing Ding committee. These monies are to be turned in daily to the Treasurer.

(11) Raffle/Silent Auction

- (a) Solicit donations for the Raffle and Silent Auction, Club Baskets, and Quilt
- (b) Display donations appropriately during the Wing Ding Festival
- (c) Arrange and/or have available appropriate signage for the Raffle/Silent Auction
- (d) Arrange coverage to handle donations and questions
- (e) Turn over all monies with an accurate accounting daily to the Treasurer
- (f) At close of Silent Auction, collect from successful bidders payment and release items to them
- (g) Following Wing Ding send thank you notes to all donors

D) Coordination of other activities

At the discretion of the Wing Ding Committee the following activities may be included in the festival schedule. Coordination of these activities is done on a voluntary basis, and coordinators are welcome to attend committee meetings. Coordinators will work with the Wing Ding General Chairman and Committee on specific details for their activities.

- (1) After Party
- (2) Ice Cream Social
- (3) Warm Up Dance
- (4) Fashion Show
- (5) Sewing Room
- (6) First Aid
- (7) Festival Trailer:
  - (a) Oversee the maintenance and storage of the festival trailer.
- (8) Caller Escort
- (9) Security and Parking