

CCSDA STANDING RULES II 1B

GUIDELINES FOR THE WING DING

Revised May 19, 2008

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 shall have one vote.
4. The General Chairperson of the Wing Ding shall not hold the elected office of CCSDA President concurrently.
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. Complimentary admission is extended to all the following and their partners:

Board Members of the Wing Ding, the committee chairmen of the Wing Ding, current California Square Dance Council Officers, callers and cuers who are calling or cueing for the Wing Ding this year, The past President of CCSDA and all other square dance Association Presidents who are currently in office and members of the California Square Dance Council.

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. Wagon master 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 will not distribute any ribbons, but 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. Executive Committee

1. The 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-Chairperson will become Chairperson, and a new Co-Chairman shall be elected.
2. The current board shall elect the Co Chairperson. Co-Chairperson shall become General Chairperson the following year.

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. Shall serve on the CCSDA Caller/Cuer Appropriations Committee
 - d. Sign all contracts except for callers & cuers.
 - e. Appoints all chairpersons necessary. Each chairperson must be a current member of a CCSDA club.
 - f. Report monthly to the CCSDA at its regular meeting.

2. Co-Chairperson
 - a. Arrange and carry out the details of the Grand March.
 - b. See that flyers are ready for the following years Wing Ding.
 - c. Serve on the caller/cuer appropriation committee.

3. Secretary
 - a. Keep a record of the minutes of all meetings.
 - b. Notify all committee chairpersons of the time and place of the next meeting.
 - c. 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 expense.
 - 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.
 - 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. Program Chairman

- a. Work with General Chairperson in setting up the program for the festival. Present said program to the Board of Directors.
- b. Notify the callers in advance as to their schedules and the levels to be called.
- c. Submit a copy of said schedule to the General Chairperson, Caller Escort.

5. 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.
- c. Be responsible for making an organization picture display of the Board of Directors to be set in an area where the dancing public can view it.

6. 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.
- e. Provide sand and butt cans and place said cans outside halls.

7. Security and Parking

- a. Arrange with a security service to provide coverage for the Wing Ding. Coordinate with the officers as they come on duty to let them know what we need and expect.
- b. Park drive in dance attendees Friday night and Saturday night.

8. Booth

- 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 Facilities in booth set-up

9. 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.
- d. Arrange to have the balloons ready for the Grand March. Obtain helium, balloons string, sealing buttons, etc. Inflate balloons and distribute them at the Grand March. Helpers are eligible for Wing Ding Doer Bars.

10. 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. Check with the local Chamber of Commerce for local information on such things as motels, churches. maps. etc.

11. Caller Escort

- a. Provide featured Wing Ding callers/cuers with transportation to and from the airport.
- b. Have transportation available for featured Wing Ding callers/cuers during the Wing Ding.
- c. Book rooms for featured Wing Ding callers/cuers at local motels

12. 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. Assemble and pass out a packet with information which should include flyers, booklet and a map of the fairgrounds.
- e. Count the RVs each day and submit number to Treasurer, along with any monies collected.
- f. Record any group's space request for the following year, noting the sequence in which each is received.
- g. The Wagon Master, two assistant Wagon Masters, the General Chairperson and Assistant Chairperson are to receive complimentary RV spaces

13. 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
- 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.

14. Cafeteria

- a. This should be a CCSDA member club activity.
- b. The fee charged to this club should be the same as the fairground's rental for the building of kitchen space, if a "dance" building is used.
- c. This fee is to be paid to the Treasurer by the close of the festival
- d. The cafeteria shall be open at least during all hours of regular dancing, longer if desired.
- d. The cafeteria shall be available on a rotation basis for clubs indicating an interest.

15 After Party

- a. Coordinate with the Board for the after party

16. Fashion Show

- a. Arrange for place, emcee, models, any tickets/program/prizes.

17. Utilities Chairperson

- a. Assure that adequate equipment is available and in good, safe working order for providing electricity and water for RV's

18. Sewing Room Chairperson

- a. Arrange to have traceable pattern, paper and pencils available for dancers to use to produce their own patterns.

19. First Aid Chairperson

A qualified person(s) (CPR & First Aid certified) to assure that adequate equipment and arrangements are made for medical help and emergencies.