

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

Revised May 19, 2008

Article 1

The name of this organization is the Central California Square Dancers Association.

Article 2

The purpose of this association shall be to promote American square, round, country western/line dancing and clogging 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.

Article 3

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

Article 4

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

Article 5

A simple majority of the 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 representatives 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 dancers association and that support membership in the California Square Dance Council, Inc., as organized under it's (council's) current by-laws. Any club to be eligible must:

- A) Be devoted to a form of the square dance movement as defined by United Square Dancers Of America.
- 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 16 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, on becoming eligible for regular membership, shall apply for regular membership as stated in Article 1, 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 it's application.
- B) A list of the officers, caller and representatives to this association with addresses and telephone numbers and a copy of it's 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”.

The current paid up membership card in any affiliate member club of the California square dance council inc., or the United Square Dancers of America entitles the holder of this card to the same privileges and benefits as afforded it’s sponsoring affiliate’s members when participating in any event sponsored by any member club of the California Square Dance council or the united square dancers of America. Non-dues paying members will be asked to pay for admission to affiliate’s dances.

Section 4: The membership committee, consisting of four 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 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) These member people should not be from the same club.

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 non-payment of dues or failing to attend three successive meetings, may re-apply 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, Treasurer and Publicity) and one representative and one alternate 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) A husband and wife can represent only one club.

C) An elected CCSDA officer cannot be a club representative.

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

Section 4: No caller, instructor and/or spouse may be a representative (or elected officer of CCSDA). However, they are welcome to attend meetings.

Section 5: A) The President and Vice President shall be elected from the current officers, representatives and past officers of the CCSDA. The Secretary, Treasurer and Publicity Director shall be elected from any dancing member in good standing in a club that is a member of this association. The President, with approval of the executive board, shall appoint the Parliamentarian. (definition of officer: any elected/appointed person who has served in CCSDA in a leadership role including committee chairperson and is currently CCSDA member).

(1) No officer of CCSDA shall be bonded, unless requested by CCSDA members. A 2/3 vote shall be required for said bonding.

B) At the July meeting, the nominating committee will submit the name, with resume, of one candidate for each elected office.

C) All nominations from the floor will be made at the September meeting, each with a brief resume presented at that time.

D) The voting for all elected offices shall be by secret ballot and will be held at the September meeting.

E) The newly elected officers shall be installed at the Inaugural Ball to be held the Sunday preceding the November CCSDA meeting. They shall take over the duties of their offices at the start of “new business” at the November meeting.

F) 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

D) The office of President and Vice President shall not be held by the same person for more than two 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 requirement, the CCSDA delegates shall meet in 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.

F) 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

B) The Vice President shall:

- (1) Assume the duties of the president upon his absence.
- (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) Print the special events calendar and area brochure to be released in September.
- (8) 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.
- (5) Keep a record of all income and expenses and be responsible for collections and paying of all monies related directly to the publication and distribution of the Promenader.

D) The Director of Publicity shall:

- (1) Send flyers to clubs and send notices to news media of our association dances.
- (2) Be in charge of all promotions in connection with the fair dances.

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, Associate / Subscription Editor and advertising editor 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.

C) The Associate / Subscription Editor and Advertising 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, Associate / Subscription Editor and Advertising 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 Associate / 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.

F) No member of the Promenader staff can serve as a voting representative for a member club.

Section 3: Standing committees

A) The Historian shall:

- (1) Keep a written and 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) Issue insurance identification cards supplied by state council.
 - (4) Be responsible for proper insurance on all association property and see that this insurance is kept current.
- C) The Blood Donor Chairman shall:
- (1) Keep all forms and records of the blood donor program.
 - (2) Shall receive all requests for blood and assist in procuring blood for such requests if donors are available. All requests for blood donations shall be limited to member dancers of this association and their immediate families.
- D) 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 representatives.
 - (3) Audit the Treasurer's books and all property records between the September and November meetings each 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.
- E) 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.
- F) 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.
- G) The Festival Trailer Chairman shall:
- (1) Oversee the maintenance and storage of the festival trailer.
 - (2) Maintain an inventory of the contents of the trailer, recommend repairs and / or replacement of content items.
- H) 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, Chairman
 - (b) Chairman of the Wing Ding Festival
 - (c) CAMA caller
 - (e) CAMA cuer
 - (f) Member at large
 - (g) Wing Ding Co-Chairman

I) 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.
- (4) Submit a list back to Wing Ding Committee of the callers / cuers who are interested along with an approximate cost figure.
- (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.
- (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.
- (7) The caller / cuer appropriation committee shall then contact the caller / cuers listed and bargain for the best possible prices. When the best prices are obtained, then this list must be referred back to the festival committees for their final choices.
- (8) Once the festival committees make their choices, then they must refer said choices back to the caller / cuer appropriation committee for issuance of 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.

- * The caller / cuer appropriation committee will only be involved with contracting the featured callers / cuers for Wing Ding.
- * 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 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 copy maintained by the caller / cuer appropriation committee.

Article 11

- Section: 1 The regular meeting will be held the third Monday of the following months: January, March, May, July, September, and November. Special meetings may be called at any time.
- Section: 2 Current Robert's Rules Of Order, newly revised, will be used as reference for any conditions not specifically covered by these bylaws.

Article 12

- Section: 1 Three fourths (3/4) votes of the total membership shall be required to disband this association.
- Section: 2 The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever be used for the benefit of any director, officer or member thereof or to the benefit of a private person. Upon the dissolution or winding up of the corporation, it's assets remaining after payment, or provisions for payment, of all debts and liabilities of this corporation shall be distributed to a non-profit fund, foundation or corporation which is organized and

operated exclusively for social welfare purposes and which has established its tax exempt status under section 501 (c) (4) of the internal revenue code.

Section: 3 Non dues paying members will be asked to pay for admission to any affiliate's dances.

signed: Audre Barney
Audre Barney President

signed: Harvey Smith
Harvey Smith Parliamentarian