

# **OHIO COMMITTEE CECCHETTI COUNCIL OF AMERICA RULES AND REGULATIONS**

**Revised 8-15**

## **Article I: NAME**

**Section 1.** The name of this regional organization shall be **OHIO COMMITTEE CECCHETTI COUNCIL OF AMERICA.**

## **Article II: AFFILIATION**

**Section 1.** All committees are governed by the constitution and by-laws of the C.C.A.

**Section 2.** A Regional Committee may be formed by application to the National Executive Board stating its qualifications, and with the approval of the National Executive board, hereafter known as the National Board.

**Section 3.** Examinations, seminars, refresher courses and faculties must have the approval of the National Board prior to hiring the faculty or facilities. All faculty members accepting any remuneration must have a C.C.A. official contract.

**Section 4.** Monies must remain in committee funds for the sole purpose of the promotion and growth of CCA. The cap on the amount that any committee can have as their average balance is \$5000. Committee expenditures must be for CCA workshops, CCA educational purposes, CCA student and/or teacher scholarships.

- a. The regional committee can sell merchandise and put the profits into their account up to \$5000. Amounts over \$5000 must be held in the national account.
- b. Regional committees can accept donations or fundraise. Any amount in their account exceeding \$5000 must be sent to the national organization that will disperse it back to them for educational purposes.

## **Article III: PURPOSE**

**Section 1.** The Ohio Committee CCA is an organization of ballet teachers whose purpose is to foster, promote and encourage the theory of the Cecchetti Method of Classical Ballet in Ohio; to conduct workshops for our members and their students; to offer scholarships for our members and their students; to sponsor examinations in the Cecchetti Method of Classical Ballet and to keep the members informed of the Cecchetti Method by instruction and demonstration.

- a. committees or committee members may not form competing organizations.

## **Article III: MEMBERSHIP**

**Section 1.** The Cecchetti Council of America, hereafter known as CCA may grant membership in this organization to those persons who have been accepted by the National Executive Board (hereafter known as the Executive Board), who value the purposes of the CCA and who have met the required qualifications.

**Section 2.** The founding Members shall be hereby known as Charter Members and shall be the persons designated as such in the Articles of Incorporation.

**Section 3.** Fellowmembers shall have at least ten years of ballet teaching experience in the Cecchetti Method and shall hold a Teacher CCA Certificate in the Advanced (VII) or Diploma level. (FCCA)

**Section 4.** Licentiate members shall have at least six years of ballet teaching experience in the Cecchetti Method and shall hold a Teacher CCA Certificate in the Advanced (VI) level. (LCCA)

**Section 5.** Associate members shall have at least three years of ballet teaching experience, and hold a Teacher CCA Certificate in the Elementary (V) level. (ACCA)

**Section 6.** Holders of the ISTD Advanced or Diploma Teacher Certificate may be brought into the CCA as a Fellow Member through a qualifying exam or a vote of the National Executive Board. Holders of an ISTD certificate, that is the certificate equivalent to CCA's Intermediate, may be brought into the CCA as a Licentiate Member through a qualifying exam or a vote of the Executive Board. Holders of an ISTD certificate, that is the equivalent of CCA's Elementary Certificate, may be brought into the CCA as an Associate Member through a qualifying exam or a vote of the Executive board.

**Section 7.** Teacher members shall be a minimum of 18 years of age. They shall hold Grade I, II, III or IV CCA Teachers' Certificate.

**Section 8.** Professional members shall be a classical ballet student of the Cecchetti Method, or former student of the Cecchetti method, who has performed professionally and has become a successful teacher and has been brought in by a majority vote of the National Executive Board. In order for a professional member to present student or teacher candidates for examinations, the professional member must take a qualifying exam.

**Section 9.** Honorary membership may be bestowed upon such persons as shall be determined by a vote of the National Executive Board. Honorary members shall not have a vote. Honorary members shall have dues waived.

**Section 10. Auxiliary** membership may be bestowed to inactive former members or supporters of the National Board. Lifetime members may have their dues waived. The term Emeritus may be added after retirement.

**Section 11.** Lifetime membership may be bestowed to a member by a majority vote of the National Executive Board. Lifetime members may have their dues waived. The term emeritus may be added after retirement.

**Section 12.** A member in good standing is one who upholds the bylaws and has all dues paid. The National Executive Board shall establish the initial and annual dues for membership in then organization. The billing and collection of dues shall be in a manner prescribed by the National Executive Board. The National Executive Board may terminate a membership upon the occurrence of any of the following events:

- a. Failure to pay dues within 90 days after written notice of payment due;
- b. Any violation of these by-laws

**Section 13.** Card indicating classification will be issued annually to all members in good standing.

**Section 14.** To remain eligible to submit candidates for examinations, a member must continue to attend a minimum of every three (3) years either a national Seminar, two (2) CCA Seminars of shorter duration, or two (2) CCA refreshers.

**Section 15.** No member may transfer for value, a membership or any right arising from it. All rights of membership shall cease upon death.

**Section 16.** A list shall be kept of deceased members who were members in good standing.

#### **ARTICLE IV: ELECTION OF OFFICERS**

**Section 1.** The nomination slates for committees must be submitted to the National Board for the September meeting. All nominees must be in good standing.

**Section 2.** Nomination, election and installation of officers shall take place the first Ballet Day workshop of the year.

**Section 3.** The Regional Committees may have a Regional Chair, Vice Chair, Treasurer, Recording Secretary, Corresponding Secretary and a Registrar.

**Section 4.** Regional Committees shall hold officer elections every two years. Ballots will be sent out to all committee members in good standing.

**Section 5.** When a vacancy occurs, a member shall be elected to serve the remainder of the term.

## **ARTICLE V: OFFICERS AND DUTIES**

### **Section 1. OFFICERS**

A. The officers of this organization shall consist of: Regional Chair, Vice Chair, Treasurer, Recording Secretary, Corresponding Secretary and Registrar

1. These elected officers shall constitute the Regional Board of Directors.

B. Regional Committees shall hold officer elections every two years. Ballots will be sent out to all committee members in good standing.

### **Section 2. DUTIES**

#### **A. Regional Chair**

1. Is elected by the Regional Committee members
2. Has passed the Intermediate Teacher's VI examination, except under extenuating circumstances, and have the approval of the National Board.
3. Is a member of the Board of Directors
4. Takes the chair, calls meetings to order, is an ex officio member of all committees and subcommittees
5. Has the power to appoint members to jobs, define these appointed jobs, and to create committees as needed, with the approval of the Board.
6. Presides at all meeting, prepare an agenda of all tabled and current business, as well as current business submitted by members. (Prepares agenda and presides at all meetings.)
7. Sets the date, time and place of the meetings, with approval of the Board of Directors.
8. choose CCA faculty for workshops with approval of the board and be responsible for hiring and contacting the said faculty.
9. Sets schedules, secure facilities and oversee all workshops
10. Keeps the Executive Board apprised of the current officers
11. Sends the Executive Board a record of attendance of committee members at committee workshops.

#### **B. Vice Chair**

1. Is elected by Regional Committee members.
2. Presides when the Chairman is not present
3. Oversees all workshops and help the Treasurer with workshop registration.
4. Oversees that the Ohio Committee CCA Rules and Regulations and the Ohio Committee Standing Rules are updated.
5. Follows-up to see that new members receive their Rules and Regulations and Standing Rules from the National Board and Regional Committee.
6. Responsible for sending CCO events to the National office.

#### **C. Treasurer**

1. Is elected by Regional Committee members.
2. Is responsible for all monies of the Regional committee of the C.C.A.
3. Pays all outstanding bills that have been approved by the Regional Board and gives a written report of bills and balances to the Chairman at each meetings
4. Deposits all funds in a bank that has been approved by the National Board. The I.R.S. number for the National C.C.A. must be registered with this bank
5. Ensures that outgoing checks are signed by two of the officers whose names are registered in the approved bank. These names are to be sent to the National Treasurer.
6. Ensures that checks printed for the Regional Committee are headed as follows:

Cecchetti Council of America  
Ohio Committee

7. Has all ledgers and books in order for inspection and shall send an annual report to C.C.A. for the yearly audit.
8. Shall be certain that all candidates eligible for election and teaching assignments are in good standing with the C.C.A.
9. Assists the Vice Chairman with workshop registration.

**D. Recording Secretary**

1. Is elected by the Regional Committee members.
2. Takeroll at meetings and records them in the minutes.
3. Records the minutes of Committee Liaison and business meetings.
  - a. Records all motions proposed with names if those who made and seconded the proposals
  - b. Records names and addresses of new members.
  - c. Records the Treasure's report, including bills, check numbers and amounts.
4. Reads the minutes of the previous meeting.
5. Types, prints out and copies minutes of all meetings.
6. Distributes minutes to all members of the committee.
7. Records corrections to previous meeting's minutes, as voted on by the Committee, and archives the minutes, so they are available for review or audit.
8. In her/his absence the corresponding secretary records the minutes.
9. Sends three copies to the committee's Liaison Officer Emails the minutes to the Liaison Officer.
10. Keeps an attendance record of all members for eligibility for holding a committee office and enrolling students in scholarship classes.
11. At termination of office, turns over all records of the minutes to the newly elected Recording Secretary.

**E. Corresponding Secretary**

1. Is elected by the Regional Committee members.
2. May be the same person as the Recording Secretary
3. Reads and answers all correspondence of the committee
4. Takes minutes of meetings when the Recording Secretary is unavailable.
5. Sets up and send out notices, brochures and registration forms for Ohio Committee events: Liaison meeting, Ballet days, exam information, scholarship applications.
6. Updates member list with names, addresses, telephone numbers, email addresses and levels completed. This information is to be sent to the appropriate officer of CCA Nationals.
7. Notifies the appropriate National office of our events. This is for insurance purposes, especially if the event is not in a member's studio.
8. Send cards, notes etc. in the event of births, deaths, illnesses and other events in the lives of Ohio Committee and National members as is appropriate.
9. Notifies Ohio Committee members of such mailings, and email those with email addresses of said events thus acting as information facilitator for these matters.
10. Submits receipts or copies of receipts for copying services, postage and other expenses incurred in the performance of the duties of this office to the Ohio committee treasurer for reimbursement.
11. Updates and maintains the Ohio Committee website.

**F. Registrar**

1. Is elected by the Regional Committee Members.
2. Applies to National Registrar for examination sessions and includes schedules.
3. Notifies all committee members of examination dates, location and registration deadline date. (six weeks prior to exam session).
4. Collects exam candidate registrations and examination fees and forwards said information to the National Registrar (four (4) weeks in advance).
5. Notifies sponsoring teacher and teacher of candidates of exam schedule.
6. Notifies National Registrar of the exam schedule, hotel accommodations, transportation arrangements, exam location and verifies exam dates.

7. Completes charts, cards, certificates prior to the exam session.
8. Fills out the final financial report and sends to National Registrar.
9. Scheduling report is submitted to examiners and hosting member at time of exams.

**G. Librarian**

1. Is elected by the Regional Committee Members.
2. Stores, inventories and sells CCA booklets, music and other items as requested by the Regional Committee Members.
3. Collects payment of sold goods.
4. Gives all collected monies for sold goods to the Committee Treasurer who in turns deposits the money into the designated CCO account.
5. Keeps accurate financial records of all sales transactions.

**ARTICLE VI: COMMITTEES**

**Section 1.** Committee Chairmen will be appointed by the Regional Chair with approval of the Regional Board.

**A. Principal**

1. Is elected by the Regional Committee members
2. Keeps classes on time
3. Is responsible for students being in appropriate classes
4. Checks to see if teachers are registered for the workshop
5. Introduces faculty before each class
6. Makes sure music and equipment is provided for each class and the operation of the music is overseen
7. Enforces classroom decorum and proper dress code
8. Provides all of the above during the scholarship audition class

**B. Scholarship Chairman**

1. Is elected by the Regional Committee Chairman.
2. Draws from such members that are aware and sensitive to the operation and conduction of the scholarship program.
3. Attends all committee meetings and extra meetings called by the Regional Chairman concerning scholarship
4. Assists the Chairman with the selection of judges and teachers for the audition classes who may not have candidates. Guest faculty, workshop faculty or the membership at large would be considered for adjudication and teaching.
5. Should be responsible for all procedural arrangements of audition classes.
6. Is responsible for coordinating with the secretary mailing of application forms, fees and amounts. Applications should be sent out in January mailing. (with ballet day mailings)
7. Sends list of participating candidates to Regional Chairman.
8. Schedules scholarship classes in conjunction with the workshop.
9. Has the option, with the permission of the Ohio Committee, to cancel the auditions in any level if only one or two students sign. The Scholarship Chairman is responsible for notifying sponsoring teachers of all scholarship audition cancellations.

**ARTICLE VII: DUES AND FEES**

**Section 1.** Regional committee may set their own fees for their individual workshops upon approval of the Executive Board.

**Section 2.** All members are direct members and all dues are payable to the Cecchetti Council of America.

## **ARTICLE VIII: CODE OF PROFESSIONAL CONDUCT**

**Section 1.** No member of the Council shall, directly or indirectly, solicit at schools or to groups where another member of the Council is known to be already appointed to teach.

It shall not be ethical:

- a. To solicit students while on the staff of a dance studio, unless it is mutually agreeable between employer and employee.
- b. To advertise free Cecchetti lessons, provide free lessons or to charge fees below the standard of other members or to use misleading advertising.
- c. To coach teachers or students without permission of the current sponsoring coach.
- d. To use the name of the association if a member is not in good standing.
- e. For a teacher to leave a school unless proper notice of at least two weeks is given.

**Section 2.** Members are permitted to state on any advertising, the classification of membership (fellow, Licentiate, associate, Teacher Member). In case of Executive Board Members, respective rank may be indicated. Members may not misrepresent their credentials.

- a. Members holding the Teachers' elementary Certificate are designated as Qualified.
- b. Members holding the Teachers' Intermediate certificate are designated as Certified.

**Section 3.** No one acquiring an established school may make use, for the purpose of advertising or display, the certificates of qualifications gained by the former owner or owners.

**Section 4.** Members should maintain confidentiality of all matters pertaining to the business of the Executive Board, General board, Examining Board or Regional Committee of the CCA. Members should maintain a professional etiquette with all members of the CCA and the dance community at all times.

Members must not

- a. Publicly speak in a negative manner concerning the Cecchetti method.
- b. Publicly speak in a negative manner concerning fellow members.
- c. Publicly create unnecessary negative attention.
- d. Publicly discuss the business affairs of the Executive Board, General Board, or any Committee Board without permission of the said board.
- e. Publicly or privately discuss any occurrences during an exam session.
- f. Violate the CCA copyright of books, videos or music.
- g. Violate the privacy of a teacher or exam candidate through unauthorized use of photos or cameras.

**Section 5.** The loyalty of all members of the Cecchetti Council of America is implicitly relied upon for the maintenance and support of the honor and dignity of the art of ballet teaching.

**Section 6.** A member violating any portion of the preceding five sections or instituting any action deemed by the Executive Board to be contrary to the best interests of the CCA may be cautioned and/or expelled by notification of registered mail. Letters of disciplinary action are to remain in the members file. Letters of caution or expulsion, require a two-thirds majority vote of those present at the Executive Board meeting, including absentee ballots.

**Section 7.** When the Executive Board votes that an expulsion is in order, the following procedure shall be implemented:

- a. A notice shall be sent, registered mail, to the most recent address of the member shown on the CCA's records, setting forth the expulsion and the reasons therefore. Such notice shall be sent at least 60 days before the proposed effective date of the expulsion.
- b. The member being expelled shall be given an opportunity to be heard, either orally or in writing, at a hearing to be held no less than 15 days before the proposed expulsion. The hearing will be held by the Executive Board or by a committee selected by the Executive Board. The notice to the member of this

proposed expulsion shall state date, time, and place of hearing on the proposed expulsion. The hearing shall last no longer than two hours.

- c. Following the hearing, the Executive Board shall decide by a three-quarters vote of the entire Executive Board whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the Executive Board shall be final.
- d. The member being expelled shall be notified of the outcome of the hearing by registered mail.
- e. If the member concerned fails to attend the hearing, expulsion shall take effect immediately.

OHIO COMMITTEE  
WORKSHOP RULES  
COMMITTEE 2010