

Student Organization Constitution for **TamashaSD at UCSD**

NAME

The organization shall be called TamashaSD at UCSD. The group for 2018-2019 shall be called TamashaSD at UCSD (but the name can be changed on an annual basis).

PURPOSE

TamashaSD is a student run non-profit organization on the UC San Diego campus that aims to connect South Asian Americans back to their roots while fostering a positive cultural environment for the community. Eight Bollywood-Fusion dance teams will showcase their talent from across the nation and have the chance to compete for a first place prize.

NONPROFIT STATEMENT

TamashaSD at UCSD is a non-profit student organization.

REQUIREMENTS FOR MEMBERSHIP

Membership of TamashaSD is restricted to registered UCSD students only unless otherwise approved by the existing board members. In such case, the majority of members must still be registered UCSD students. UCSD students and non-UCSD students who hold board positions will all be eligible to vote for the organization's officers. The members of TamashaSD may spend the organization's funds, provided that approval from all of the principal members of the group is obtained. Members must be consistent with UCSD academic policies regarding participation in recreational activities.

FREQUENCY OF MEETINGS

Mandatory meetings will be planned on a weekly basis based on the schedules of board members and will vary from 2-7 days per week depending on necessary preparation time for the upcoming yearly competition that will be hosted. Locations of meetings will vary depending on room availability. Members will be notified of meetings via GroupMe, Slack, or email. In the event that a member is unable to make it to a meeting, they must notify the principal members at least 24 hours ahead of the scheduled meeting. Unexcused absences will not be tolerated and could affect the status of one's membership on TamashaSD.

CRITERIA FOR HOLDING OFFICE

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers. The organization will have 15 board

member positions but some positions have more than one member in charge of that specific position. The positions are as follows:

Co-Directors:

Who: 2 people

Duties:

- Manage all chairs while coordinating schedules between and among chairs.
- Manage all finances/budgeting and know all details of the competition.
- Make sure each chair is committed to their role and executing to the best of their ability.
- Know all details of the competition enough to take over a board position if necessary.
- Make sure the event planning of the weekend is organized and all events are run timely.
- Assist in preparatory financing, venue planning, event dates, and other administrative tasks.
- Oversee tech rehearsal and show assisting tech & logistics chair on full day of show.

VP Internal:

Who: 1 person

Duties:

- Manage the TamashaSD registration email & be the central point of communication for team captains
- Assist in organizing team information such as rosters, signed waivers, trip itineraries, t-shirt sizes, IDs, mix, intro video, lighting cues, and prop/production list and make sure they are submitted on a timely basis
- Organize board meetings and any other relevant forms for board

VP External:

Who: 1 person

Duties:

- Work most closely with Co-Presidents in terms of venue selection
- Be the main point of contact for the theater & hotel
- Assist in creating and editing team applications & registration packets
- Assist in creating the master schedule for the overall weekend
- Assist in creating information packets for all 8 teams for the day of the show

VP Finance:

Who: 1 person

Duties:

- Create and manage the overall TamashaSD budget
- Approve or deny chair proposals according to the budget

- Work with Co-Presidents to create a more efficient ticketing system (for both selling and checking people in during the event)

Technical Logistics Chairs:

Who: 3 people

Duties:

- In charge of coordinating lighting, video, and sound with the theater during tech and show.
- Manage all teams set up, storage and rigging of production and other props.
- Oversee tech rehearsal and coordinate scheduling with administrative chair and Presidents.
- Master rigging and tech schedule and timeliness of teams show order on event night.

Hospitality Chairs:

Who: 2 people

Duties:

- Coordinate all food for the weekend (mixer dinner, day of show breakfast and lunch, pre-show snacks, pre-after party food)
- Communicate and establish relationship with official TamashaSD hotel.
- Make sure all teams have booked hotels for the weeknd.
- Organize transportation for the entire competition weekend.
- Work with venue coordinator and tech/logistics chair to create guidelines and inform teams of stage dimensions, rigging information, and theater's guidelines.
- In charge of T-shirt design (with approval from Co-Presidents), ordering and distributing shirts to teams as well as selecting, ordering and organizing team gifts.
- Manage check in table on Friday to give teams show and afterparty wristbands, gift bags, weekend packets, and other relevant information.

Social & Venue Coordinators:

Who: 2 people

Duties:

- Contact show and after party venues to coordinate pricing and establish relationship with vendors.
- Organize atmosphere of venue locations. (decorations, theme, music).
- Plan mixer games, show order selection, order of games, process, scoring, and dance battle logistics.
- Schedule meeting to brief liaisons on mixer schedules and activities.
- Coordinate with relevant executive chairs to plan after party, including hiring a DJ for the whole weekend (mixer and after party)

Head Liaison Chairs:

Who: 2 people

Duties:

- Create liaison application and select/assign liaisons to teams (minimum 16 liaisons)
- Manage and coordinate all liaisons (pick up times, teams are on time, coordinating food distribution, make sure liaisons are consistently busy with their teams)
- On day of show, manage practice schedule and direct Liaisons accordingly.
- Coordinate with administrative assistant and other relevant board members regarding rigging, tech and other team scheduling.
- Hold liaison meeting with co-Presidents and administrative chair before the weekend and Friday during the morning/day.
- Research local hardware stores, convenience stores, fast food restaurants, and other relevant information to put into personal handbook for liaisons.
- Interview and train liaisons (run 3-4 training sessions before the show)

Sponsorship & Fundraising Chair:

Who: 2 people

Duties:

- Keep detailed record of sponsorship opportunities and communications.
- Build partnerships with UCSD and San Diego organizations to raise money for the dance circuit and TamashaSD'16 in coordination with marketing and publicity chair.
- Maintain long-lasting relationships with South Asian and other businesses to sponsor the competition year after year, if necessary.
- Arrange fundraising events year-round to garner interest in competition locally and nationally.
- Create and update sponsorship packet.
- Innovate new methods to raise funds from sponsors, families, organizations, friends, etc.

Marketing Chair:

Who: 1 person

Duties:

- Coordinate with sponsorship and fundraising chair to market to local South Asian and other organizations in the Southern California area.
- Innovate methods to reach an untapped audience for TamashaSD'16.
- Manage Social Media (Facebook, Twitter, Instagram) outputs and other online publicity.
- Create flyers, videos, pamphlets, and other materials for mixer and day of show.
- Manage any and all digital events.
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Media Chair:

Who: 1 person

Duties:

- Create competition promotional and sponsorship videos.
- Manage any and all digital events.
- Design show program and flyer.

- Have experience in Adobe Photoshop, iMovie, FinalCut, or Dreamweaver.
- Design and create lineup video and any other promotional videos.

Judging Coordinator:

Who: 1 person

Duties:

- Manage esteemed judges and coordinate with relevant board members to arrange for their travel and accommodations.
- Focus on staying with the judges and answer any questions they may have all weekend long.
- Organize captains meeting with judges before/after mixer and after show.
- Coordinate with President and VP to record/calculate scoring of judges and deliberation.

Exhibition Coordinator:

Who: 1 person

Duties:

- Contact, hire, and manage exhibition acts needs throughout the weekend.
- Manage hotels, transport and anything else exhibition acts may need for the weekend.

Outreach Chair:

Who: 1 person

Duties:

- Create and maintain a relationship with TamashaSD and its charity.
- Educate our target audience about the social issues surrounding our charity.
- Finding and maintaining relationships with individual donors.
- Work with Fundraiser Chairs to promote the charity during fundraisers.

Local Outreach Chair:

Who: 1 person

Duties:

- Create and maintain a relationship with local San Diego TamashaSD sponsors and donors.
- Work with San Diego community organizations to promote TamashaSD's events and its charity.

RISK MANAGEMENT

TamashaSD at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

TamashaSD at UCSD understands that the University does not assume legal liability for the actions of the organization.

Possible risks associated with TamashaSD's activities include physical injuries during the competitions such as sprained ankles, bruises, or cuts along with extreme physical exertion. At all of our events, TamashaSD will notify attendees of the event of the possible risks at the events as a precaution to avoid any injuries. We will also have a first aid kit available at all of our events to tend to any injuries that need immediate attention.