

CONSTITUTION OF HALF PAST 10 DANCE TEAM

2024-2025

ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Half Past 10 Dance Team at UC San Diego. We shall be referred to as “Half Past 10” for the remainder of this document.

ARTICLE II. STATEMENT OF PURPOSE

Half Past 10 is intended to be a welcoming inclusive space where dancers can connect with each other and form bonds that will continue past our dance career. We intend to strengthen our individuality and encourage our own growth through experimentation.

Originating out of the UC San Diego Dance Community, Half Past 10 is a beginner friendly dance team that prioritizes family and community above all. Half Past 10 commits to creating a space where everyone is seen and heard and for all dancers to share their craft. We value the expression and art of dance in its truest form: encouraging vulnerability and openness. (Our hope is to retain the pure mentality of dance) while constructively working toward self and collective growth.

Growth, to us, begins with having a thorough understanding of our dance genre. We strive to always honor the forms of dance that we perform and partake in. We aim to respectfully acknowledge and appreciate the communities that these styles come from in order to grow as dancers. We recognize that we are merely students of the original art forms, and that this space is an opportunity for self-expression and appreciation for all. We commit to crediting and respecting all the cultures by always educating ourselves and others through the form of dance.

In addition to this commitment to growth, we must also examine our past and how this team has played into institutional inequity or discriminatory practices to better understand how to move forward. We recognize the importance of reflecting our administrative and artistic choices to better understand what we can change for the future. We encourage mutual accountability and a consistent effort to be better.

Half Past 10 facilitates this space by supporting each other in the ways we can and the communities we come from. Dance has greatly changed all our lives, and it allows us to express our emotions or embody any character we desire to be. Practice may end at 10pm, but dance doesn't end till half past 10.

1. ZERO TOLERANCE POLICY

To ensure the safety and inclusivity of this space, we pledge to stand against, and never tolerate any forms of bigotry, racism, or discrimination based on race, gender, or any other form of independent and personal self-expression. Half Past 10 is committed to maintaining a healthy and safe team environment and does not tolerate harassment or any kind of abuse of power. This includes, but is not limited to, sexual harassment and assault. Sexual harassment is defined as any unwelcome and inappropriate sexual behavior. We define sexual assault as any sexual contact that occurs without consent or under coercion. We pledge to empower all members to speak up when they need to, and to provide the appropriate resources to promote a healthy team environment that is intolerant towards harassment.

All persons associated with Half Past 10* are expected to be held completely accountable for these policies and will be subject to the following repercussions upon violation:

- 1) Any level of transgression will result in a mandatory discussion between the offending party and Leadership, which can result in a number of actions taken.
- 2) For members, violating party(s) may be subjected to mandatory educational training, probationary period of at least two weeks, or immediate removal/expulsion.
 - a) In addition, incidents are handled on a case-by-case basis, and the responsibility will fall on Leadership to discuss and make a final decision.

**Including but not limited to: guest choreographers, community events, Half Past 10 members and Leadership.*

The Anonymous Feedback Form is accessible for all members as a channel to keep Leadership and members accountable. This form will be acknowledged and discussed by Leadership should concerns arise.

ARTICLE III. NONPROFIT STATEMENT

Half Past 10 at UC San Diego is a non-profit organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

All members of the current roster must adhere to the following guidelines.

1. ATTENDANCE*

**This attendance policy will be examined on a case by case basis depending on the severity of the situation.*

Attendance will be taken at each rehearsal, and the record is reset at the beginning of each quarter. Guidelines regarding tardiness and absences are outlined as follows:

a) Tardiness

- i. All members are expected to be at rehearsal by **7:00 pm sharp**. If a member is late, they will be marked as TARDY.
- ii. For a tardy to be considered EXCUSED, members must inform the Administrative Director **at least 48 hours prior** to rehearsal and must be due to legitimate reasons. Even if prior notice is given, if the reason is not legitimate, the tardy will be considered UNEXCUSED (Legitimate reasons outlined in Article IV.1.iii).
- iii. **3 Unexcused Tardies = 1 Unexcused Absence**

b) Absences

- i. Members are given a limit of 3 UNEXCUSED absences and 4 EXCUSED absences (with the exception of approved class conflicts) per quarter. For an absence to be considered EXCUSED, members must inform the Administrative Director **at least 48 hours prior** to rehearsal and must be due to legitimate reasons. Even if prior notice is given, if the reason is not legitimate, the absence will be considered UNEXCUSED (Legitimate reasons outlined in Article IV.1.iii).
- ii. If a member of the team accumulates more than 3 UNEXCUSED absences or 4 EXCUSED absences (with the exception of approved class conflicts), the member will **not be able to participate in the set**.

c) Legitimate Reasons for Tardies and Absences

- i. EXCUSED - Death in the immediate family, illness or serious injury preventing execution of dance or strenuous activity, bedridden, under high dosages of medication, mental health reasons, transportation/traffic, work, or school related reasons.
- ii. UNEXCUSED - No reason provided or simply not showing up to practice.
- iii. **Exception:** Class/work conflicts will NOT be counted as an official absence. Any such conflicts must be submitted to Leadership in the form of a screenshot of class schedule at the time of signing the constitution. Failure to provide this information might lead to Unexcused Absences.

d) Casting & Blocking Days

- i. If a member is not physically present for the scheduled Casting day, they shall not be casted into the piece*
- ii. If a member is not physically present for the **first day** of Blocking, they shall not be blocked into the piece*

**Exceptions are at the discretion of the choreographer and directors.*

2. EXPECTATIONS

All members of Half Past 10 are to be held accountable for following a formal code of conduct as outlined below:

- a) Members must respect each other and uphold the principles of the constitution.
- b) Members must adhere to the Zero Tolerance Policy (Article II).
- c) Members must contribute their full cooperation and participation at all rehearsals.
- d) Members must respect all dance spaces and are responsible for keeping them clean.
- e) Members must understand that choreography is solely for the use of Half Past 10 and shall not be shared on social media, taught, or shown to any external party (unless given permission by the choreographer).
- f) Members must obtain approval from Leadership regarding any form of non-participation including but not limited to:
 - i. Eating
 - ii. Working on homework
 - iii. Leaving early or arriving late
 - iv. Sitting out due to injury or ailment

3. DUES

- a) Member dues contribute towards payment of external choreographers, performances, and other bonding events. Note that these might not fully cover other expenses such as competition costumes and fees.
- b) Team dues are set at \$15 per person per quarter.
- c) If a member has a special circumstance regarding their finances, they must discuss with the Administrative Director to make arrangements at the earliest possible.
- d) Members are required to meet the quarterly payment of \$15 by the deadline set every quarter by Leadership.
 - i. Members who have difficulties with this up-front payment must contact the Administrative Director **by the quarterly deadline** and may be allowed to set up monthly installments for this payment.

4. MEMBER RESOURCES

- a) Members are required to keep up with posts made on the **Half Past 10 Dance Team 2024-2025 Instagram page**. The page contains links to essential information in the description such as:
 - i) Google Drive, where videos of choreography from training, set blocking and run throughs will be posted along with other important documents

- ii) Copy of the Constitution
- b) Instagram group chats will be utilized throughout the season. Members must continue to abide by the Zero Tolerance policy regardless of online interactions.
 - i) The main **Half Past 10 Dance Team 2024-2025 Instagram general chat** will be used as a means of casual social communication, as well as updates regarding practice logistics. On the day of competitions and showcases, posts shall be restricted to only Leadership in order to keep the team informed about schedule updates.
- c) The **Half Past 10 Dance Team Anonymous Feedback Form** is a google form that holds the purpose of allowing any member to speak anonymously about matters pertaining to how Half Past 10 is functioning. This form is open to any suggestions regarding decisions of Leadership (e.g. song choices, set ideas, etc), voicing concerns regarding anything about Half Past 10, as well as addressing issues that may come up during the season.

Please Note: The Instagram page is the primary way to stay informed, and will only be used for official announcements. If a member has been consistently demonstrating that they have not been reading the posts, they will be pulled aside for a one-on-one meeting.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

1. REHEARSAL TIMES & LOCATIONS

Half Past 10 will hold weekly rehearsals. Currently, rehearsal times are scheduled to be on **Mondays and Thursdays, 7:00pm-10:00pm**. Unless specified on the official Half Past 10 2024-2025 Instagram page, rehearsals will be held at **PAC Hall** or Gilman Bottom (on rainy days) at the University of California, San Diego campus.

2. OPEN PRACTICES, WORKSHOPS, AND EVENTS

In addition to scheduled rehearsals, Half Past 10 may hold open practices, workshops, and public events throughout the quarter. Half Past 10 members and Leadership are to uphold our Statement of Purpose and our Zero Tolerance Policy at all times. We encourage Half Past 10 members to support and build community at all of these open practices, workshops, and events.

Please Note: If an upcoming show or competition is approaching, there is a high chance of extra rehearsals or sections that will be scheduled. Rescheduling of rehearsal times or additional practices/longer hours will be announced a week in advance at the discretion of Leadership.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

1. LEADERSHIP EXPECTATIONS

Members of Leadership must not only meet general membership expectations, but also embody Half Past 10's team purpose to build a widely welcoming community. Leadership is also expected to:

- a. Collectively schedule dance rehearsals.
- b. Host Office Hours (OH) needed to help team members with choreography and any additional training upon request.
- c. Attend and actively participate during mandatory bi-weekly meetings.
- d. Respectfully communicate with each other and members of the team to successfully maintain transparency between Leadership and the team.
- e. Consistently educate themselves and inform other members about the dance cultures that inspire Half Past 10's choreography and training.
- f. Utilize the resources provided (Ex: Google Services) and stay updated with scheduling and posts on all communication channels.
- g. Facilitate an encouraging and motivational practice space.
- h. Encourage bonding between members within and outside of scheduled practice times.
- i. Adhere, uphold and enforce the Zero Tolerance Policy within the team.

2. LEADERSHIP ROLES

a. Artistic Team

- i. **Artistic Director:** Francisco Santos
 1. Provides choreography, blocking, and oversees cleaning of set pieces.
 2. In charge of creative decisions.
- ii. **Captains:** Ixchel Arista and Hailey Sanchez
 1. Assists the Executive and Artistic Directors in choreography, blocking and cleaning process for set pieces.
 2. In the physical absence of the Executive Directors and Artistic Directors, Captains are in charge of creative decisions.
- iii. **Co-Captains:** Saanvi Ranadive
 1. Assists Dance Captains in choreography, blocking and cleaning process for set pieces.

2. Primarily focused on the creating backup choreography to use in emergency situations, and will be given the task to host workshops (along with Captains).

b. Administrative Team

- i. **Administrative Director: Tiffany Way**
 1. Registers team and maintains communication with event organizers for competitions and performances that have been decided upon by Leadership.
 2. Serves as the main point of contact between Half Past 10 and the University of California, San Diego.
 3. Responsible for keeping all members' forms updated (e.g. roster, insurance).
 4. Works alongside the Administrative Team in hosting activities.
 5. Keeps track of team expenses and budgeting.
 6. Ensures that team members are held accountable for membership fees.
- ii. **VP Internal: Tatum Alquist-Lyftogt**
 1. Assists the Admin Director in planning the logistics of retreat, banquet, and other events (traveling, Airbnb booking, etc.).
 2. Plans bonding activities and internal events for the team.
- iii. **VP External: Athena Lin**
 1. Assists the Admin Director in planning the logistics of retreat, banquet, and other events (traveling, Airbnb booking, etc.).
 2. Plans events with other teams or organizations.
 3. Works with Co-Director in reaching out to other choreographers for workshops.
- iv. **Treasurer: Emily Naan**
 1. Keeps track of team finances (dues, registration fees, etc.).
 2. Plans and executes fundraisers.
 3. Creates sample budgets for retreat/other events.
 4. Requests funding from UCSD for tabling, banquet, etc.
 5. Assists Admin team in event planning.
- v. **Mental Health Coordinator: Ret Tapia**
 1. Reaching out to team members and providing guidance to others.
 2. Assist with any conflict problems within the team and Leadership.

ARTICLE VII. RISK MANAGEMENT

Half Past 10 at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the university itself.

Half Past 10 at UC San Diego understands that the University does not assume legal responsibility for the actions of the organization.

1. IN CASE OF INTERACTION WITH MINORS

Half Past 10 at UC San Diego is aware that all registered student organizations that serve minors have access to training on child abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Half Past 10 will develop plan(s) for activities and events where members will be interacting with minors such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to avoid child abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors with whom they are working.

2. IN CASE OF PROVISION OF MEDICAL ASSISTANCE

In the event that Half Past 10 at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Please sign the next page confirming you have read and understood this document in its entirety.

DECLARATION OF AGREEMENT

Please confirm you have read and understood all articles of the Constitution by placing a (✓) mark in the box below. Additionally, kindly fill out your information through the form linked below which will be used for school registration purposes only. Ensure that you also upload a signed copy of this Constitution, a signed copy of the UC San Diego RSO waiver, and your schedule of classes or other proof of time conflicts to the through the online form.

[✓] I have read the above Constitution of Half Past 10 2024-2025 and agree to abide by the policies outlined by Half Past 10 Leadership. I understand that failure to do so would result in consequences either detailed above or at the discretion of Leadership.

_____ (Signature of Member)

_____ (Full Name of Member)

_____ (Date of Signature)

To successfully complete your registration, please download a signed copy of this document and upload it to Half Past 10 2024-2025> General Members > RSO Waivers/Constitutions