

## **Preamble**

We, the executive board members of Buckeye Mela at The Ohio State University, in order to promote and encourage interest in South Asian culture through dance and service, do ordain and establish this Constitution for the government of our executive board.

## **Article I. Establishment of Name**

### *Section I.*

The name of the event is at Buckeye Mela at The Ohio State University, followed by the appropriate Roman numeral to commemorate the year

## **Article II. Purpose**

### *Section I.*

Buckeye Mela at The Ohio State University is a joint Bollywood Fusion and Bhangra dance competition run with the purpose of promoting Indian culture while serving a 501c non-profit organization that benefits a South Asian community (either in India or in the United States of America).

## **Article III. Anti-Discriminatory Policy and Non-Discrimination Statement**

### *Section I.*

The organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, sex, sexual orientation, national origin, race, religion, mental health, or veteran status. If a member is found to be participating in discriminatory events they may be removed from this executive board, at the discretion of the Directors.

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## **Article IV. Board Selection**

### *Section I.*

Any undergraduate student at The Ohio State University is eligible to join Buckeye Mela at The Ohio State University executive board by means of applying and interviewing for a position. Current directors will have the final say on who is selected to Buckeye Mela at The Ohio State University board.

### *Section II.*

In order to apply for the director position, a student must have been on Buckeye Mela at The Ohio State University board and for at least one year prior to applying.

### *Section III.*

Directors reserve the right to choose students to be selected to Buckeye Mela at The Ohio State University board. Past directors can be used for reference if needed. A student's relation to the director will in no way impact his/her selection to the board.

### *Section IV.*

Returning board members will still have to re-apply for a position on board for the following year.

### *Section V.*

Director selection: The next year's directors must apply and will be interviewed and selected by the previous year's directors. In the event that a director wants to return for another year, the current executive board must unanimously agree. If disagreements arise, past and current directors (not including the individual in question) may converse and decide. If a director is selected to return then he or she will not be a part of selecting their co-director for the upcoming year.

## **Article V. Board Positions and Responsibilities**

### *Section I.*

#### Directors

- A. There will be two directors chosen yearly as outlined in Article IV Section V.
- B. Directors will overlook the various departments on board and delegating tasks.
- C. Directors will plan and run board meetings.
- D. Directors will be responsible for dealing with any disciplinary actions that occur within the board.

### *Section II.*

#### Finance Team

- A. There will be two members selected to the Finance Team yearly.
- B. The Finance Team will be responsible for creating the budget sheet for the event including all sources of revenue and outlets for expenses.
- C. The Finance Team will be responsible for completing all paperwork regarding CSA and USG funding.
- D. The Finance Team will be the point of contact for all purchases for Buckeye Mela at The Ohio State University.

- E. The Finance Team will work closely with the directors and individual committees to ensure that Mela runs at par or under budget, and that all funds are allocated accordingly.
- F. The Finance Team will work with the Directors and Judging Chair to write contracts for any third party involvement in Buckeye Mela at The Ohio State University.

### *Section III.*

#### Registration Chairs

- A. There will be two or three registration chairs selected yearly.
- B. Chairs will create post-acceptance materials including the post-acceptance packet and online submission systems.
- C. Chairs will maintain and adjust the Buckeye Mela at The Ohio State University Post-Acceptance System (PAS).
- D. Chairs will maintain team deadlines (phases) for each aspect of the Buckeye Mela at The Ohio State University post-acceptance process.
- E. Chairs will act as point of contact for teams in regards to questions about acceptance materials.
- F. Chairs will book after party locations.

### *Section IV.*

#### Liaison Coordinators

- A. There will be two or three liaison coordinators selected yearly.
- B. Coordinators will create the liaison and staff applications and interview each prospect with the directors.
- C. Confidentiality on liaison applicants will be maintained by Directors and Liaison Coordinators until emails for acceptances are sent.
- D. Coordinators will pair and coordinate liaisons to each other and to each team.
- E. Coordinators will make sure that all liaisons and staff are properly trained before the weekend of Mela.
- F. Coordinators will make sure the board is trained well and knows liaison and staff responsibilities.
- G. Coordinators are responsible for keeping up in the team GroupMe and making sure all the information is shared and relayed.
- H. Coordinators will be the point of contact for liaisons and staff during Mela weekend.

### *Section V.*

#### Marketing Chairs

- A. There will be two or three marketing chairs selected yearly.
- B. Chairs will be responsible for maintaining a good social media presence for the organization (FaceBook, Twitter, Instagram, Snapchat, etc.).

- C. Chairs will be responsible for designing all Buckeye Mela at The Ohio State University graphics.
- D. Chairs will make sure the Buckeye Mela at The Ohio State University brand is present in everything that is marketed.
- E. Chairs will work with other committees should they need designs or logos.
- F. Chairs will create unique ways to market Buckeye Mela at The Ohio State University
- G. Chairs will be responsible for efficiently and effectively organizing Buckeye Mela at The Ohio State University Board members to market the event via sharing schedules.

#### *Section VI.*

##### Outreach Chairs

- A. There will be three outreach chairs selected yearly.
- B. Chairs will work to find local and corporate sponsors for the event.
- C. Chairs will be responsible for maintaining good relationships with our benefactors and sponsors as well as other student organizations at OSU throughout Mela and until the new Outreach team takes over.
- D. Chairs will come up with unique fundraising opportunities.
- E. Chairs will work directly with the charity organization, help create events for their awareness, and center Buckeye Mela at The Ohio State University around charity.
- F. Chairs will create events to involve community and students.
- G. Chairs will work with the marketing chairs to ensure the Mela brand accurately represents our outreach efforts.

#### *Section VII.*

##### Mixer Chairs

- A. There will be two or three mixer chairs selected yearly.
- B. Chairs will create the logistics of Friday's mixer event.
- C. Chairs will plan games, themes, food for the mixer event, overall decor and feel of the mixer event.
- D. Chairs will organize the Saturday breakfast, lunch and dinner for the teams.
- E. Chairs will determine the game for how show order will be selected, in a double blind format.
- F. Chairs will brainstorm how to best make the mixer enjoyable and unique from other competitions.

#### *Section VIII.*

##### Hospitality Chairs

- A. There will be two hospitality chairs selected yearly.

- B. Chairs will create unique new ways to make the experience for the teams memorable and fun.
- C. Chairs will order team snacks, welcome packages, and all of the “Mela Gear” that will be given to teams.
- D. Chairs will also order executive board gear that will be exclusive to that specific Buckeye Mela at The Ohio State University
- E. Chairs must be available to the teams during the week leading up to Mela for any special requests or needs.
- F. Chairs will work with the marketing team for new designs and to ensure the correct material is present on the gear.

#### *Section IX.*

##### **Logistics Chairs**

- A. There will be two logistics chairs selected yearly.
- B. Chairs will plan and coordinate weekend logistics including weekend transportation, team arrival and departure, booking rooms for Mela day, et cetera.
- C. Chairs will create master schedules for the entire Buckeye Mela weekend, including but not limited to: airport pickup, mixer, technical time, show schedule.
- D. Chairs will create bus schedules for mixer, technical time, show, afterparty.
- E. Chairs will work directly with the chosen hotel and coordinate all associated tasks.
- F. Chairs will work directly with the bussing company to ensure weekend transportation.

#### *Section X.*

##### **Judging Chairs**

- A. There will be one or two judging chairs selected yearly.
- B. Chairs will be the coordinators for all exclusive guests of Mela, including but not limited to: judges, DJ, photographer, videographer, Legends and Bollywood America representatives, and charity speakers.
- C. Chairs will select said guests and will present selections for approval by the Directors.
- D. Chairs will draft and send out contracts, coordinate guest stay and travel plans, and may implement a travel stipend at the discretion of the Finance Chairs. All contracts must be approved by the Directors.
- E. Chairs will vet potential exhibition acts and present the final options to the Directors for a final decision.
- F. Judging Chairs will serve as the point of contact for all exclusive guests of Buckeye Mela at The Ohio State University throughout the year.

- G. Chairs may select one to two Judges Liaisons to help them throughout the weekend. The training of these liaisons will be the sole responsibility of the Judging Chair and the Chair may allocate tasks to them at their discretion.

#### *Section XI.*

##### General Board Responsibilities:

- A. All members are expected to adhere to the attendance policy as outlined in Article VI Section IV. In addition to attending the meetings, all members are expected to attend and help out at all Buckeye Mela at The Ohio State University fundraisers and adhere to Marketing schedules. All Buckeye Mela at The Ohio State University communication should take place on Slack in the corresponding Channels and the direct messages. Any document used for Buckeye Mela at The Ohio State University planning should be placed in the corresponding folder on Google Drive. Any official Buckeye Mela email should be sent from [exec@buckeyemela.com](mailto:exec@buckeyemela.com), contact the directors to send it from there. Board members are expected to maintain a high level of confidentiality in regards to Mela decisions. Every member represents Buckeye Mela at The Ohio State University and they should maintain a positive attitude and uphold Mela's image.

### **Article VI. Code of Conduct**

#### *Section I.*

Each member of Buckeye Mela at The Ohio State University is expected to adhere to The Ohio State University's Code of Student Conduct as well as the organization's Code of Conduct outlined below. The University lists the following behaviors as prohibited conduct:

- A. Academic Misconduct
- B. Endangering health and safety
- C. Sexual misconduct
- D. Destruction of property
- E. Dangerous weapons or devices
- F. Dishonest conduct
- G. Theft/unauthorized use of property
- H. Failure to comply with university or civil authority
- I. Drugs
- J. Alcohol
- K. Unauthorized premise
- L. Disorderly or disruptive conduct
- M. Hazing
- N. Judicial system abuse
- O. Violation of university rules

P. Riotous behavior

Q. Recording of images without knowledge

\*Please see the full Code of Student Conduct for a more in depth discussion of prohibited behaviors and their consequences at .

### *Section II.*

In addition to adhering to the University's Code of Student Conduct, organization members are expected to adhere to Buckeye Mela at The Ohio State University's Code of Conduct. In Buckeye Mela at The Ohio State University's Code of Conduct Agreement, board members are expected to adhere to Buckeye Mela at The Ohio State University's attendance policy and attend all mandatory events.

### *Section III.*

A Statement on Confidentiality:

Being part of Buckeye Mela at The Ohio State University Board requires full confidentiality within said board regarding all choices made, until they become released to the public. Sharing privileged information to individuals who are not affiliated with the executive board is a qualification for removal effective immediately. Directors will advise the board on what can become general knowledge and what must remain private until further notice.

### *Section IV.*

Buckeye Mela at The Ohio State University's attendance policy is as follows:

#### A. Meeting Attendance

- i. Buckeye Mela at The Ohio State University a board members shall not have more than two (2) unexcused absences per semester. Two (2) or more unexcused absences is considered an offence.
- ii. Unexcused absences include, but are not limited to: studying for midterms, doing work for classes, work for other organizations, dinner with family/friends, and feeling "too tired."
- iii. Excused absences include: participation in a University sanctioned event, class, midterm examinations, verifiable confining illness, serious verifiable family emergencies, and being called in for work on short notice.
- iv. In the case that a member must be absent for a meeting (excused or unexcused), both directors must be notified **one week** ahead of time unless the

absence is due to an illness or emergency. Failure to notify the directors in a timely manner results in an automatic unexcused absence.

vi. Fabricating a reason for absence will result in the two directors meeting with and discussing the student's priorities and future with Buckeye Mela at The Ohio State University.

vii. An offence can be defined as: accruing two or more unexcused absences; fabricating a reason for an absence; failure to attend any mandatory Buckeye Mela at The Ohio State University event other than a meeting (including but not limited to fundraising opportunities, video viewing, liaison meetings, and venue walkthroughs). If it comes to the attention of the directors that a member accumulates two offences, the member in question will be approached about his or her commitment to Buckeye Mela at The Ohio State University.

viii. Missing a meeting does not make a member exempt from completing his/her tasks or assignments for that week.

ix. Meeting minutes should be read in its entirety after each meeting regardless of whether or not a member was in attendance.

## **Article VII. Removal of Board Member**

### *Section I.*

Board members may be removed from their position if they do not comply with the by-laws, the attendance policy, confidentiality policy, or Code of Conduct addressed in this constitution.

### *Section II.*

The power to remove a member lies solely with the two directors. When deciding whether or not to remove a board member, the directors must take into account the member's attendance, the work he/she has completed in accordance with his/her outlined responsibilities, his/her attitude towards the board and board members, or any other evidence that shows the member has not complied with the by-laws or Code of Conduct.

### *Section III.*

Should a member violate the attendance policy, the directors will approach the member about his/her commitment to Buckeye Mela at The Ohio State University. Following this meeting, the member will have a set amount of time to show significant improvement in completion of their tasks; this time will be set by the directors. If the member does not show improvement, it is up to the discretion of the directors to remove the member from the board.



## **Article VII. Transition**

### *Section I.*

Prior directors must maintain and prepare a digital folder or create copies of important documents for transition to the successors. The transition should include the following information:

- A. Previous year's calendars/timelines
- B. Contracts and booking confirmations (venues, after parties, campus rooms)
- D. Documents and purchase confirmations: apparel, miscellaneous items, catering, etc.
- E. Significant contact information
- G. Recurring information needed by committees: Ex. Outreach: list of student orgs that helped with CSA, business to reach out to, Listservs, Gmail, Excel, etc.
- H. Recommended areas of improvement and advice for incoming board

### *Section II.*

A transition meeting, or series of meetings, will be arranged by the previous year's directors and the new directors. Transition meetings can also be planned between previous and new committees if deemed necessary.

### *Section III.*

Newly selected directors must attend all transition meetings planned by the previous directors.

## **Article IX. Non-Hazing Policy**

### *Section I.*

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

## **Article X. Amendments**

### *Section I.*

In order to make an amendment to the Buckeye Mela at The Ohio State University constitution, a board member must present the amendment to the directors in writing.

### *Section II.*

Directors will review the amendment suggestion and ask the board member to present it to the entire board at a meeting.

### *Section III.*

Constitutional amendments must be ratified by a two-thirds vote of the Buckeye Mela at The Ohio State University board, with a quorum of members present at the time of voting. Quorum consists of a simple majority.

#### *Section IV.*

The board must be given one week to discuss the proposed amendment prior to the motion being brought to a vote by the board.

#### *Section V.*

This constitution must be reviewed annually by the incoming directors, and signed by the new executive board.

### **Article XI. By-Laws**

#### *Section I.*

As a whole, Buckeye Mela at The Ohio State University is responsible for promoting Indian culture while serving a 501c non-profit organization that benefits a community in need.

#### *Section II.*

- A. Meetings will occur one time a week for most weeks. This estimated amount may vary depending on upcoming work. The directors will ultimately decide the schedule. The meeting schedule will try to accommodate all members but members must also demonstrate flexibility in their schedules.
- B. All board members are responsible for aiding in fundraising, publicizing, and participating in all Buckeye Mela at The Ohio State University related events.
- C. All board members are responsible for attending and participating in the video viewing process and selection of accepted teams.

### **Article. XII. Merchandise**

#### *Section I.*

Any merchandise that is ordered and purchased for use by Buckeye Mela at The Ohio State University cannot be used to benefit any other OSU organization, during, or after Buckeye Mela at The Ohio State University ends. All important and remaining items need to stay with the directors until they are passed on to next year's directors. This includes but is not limited to any items ordered for board/dancers/liaisons, any items given to Buckeye Mela at The Ohio State University by outside parties, and any items ordered for sponsors. If any items are used by other individuals for a non-Buckeye Mela at The Ohio State University event, the responsible party will need to recover the item and pay for the item given away.

## **Article XIII. Statement of Compliance**

### *Section I.*

All board members of Buckeye Mela at The Ohio State University will sign this constitution and abide by it.

### **Buckeye Mela XIV Executive Board Signatures**

#### *Directors:*

<i>Isha Sawhney</i>	<i>Rhea Taneja</i>
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#### *Finance Chairs:*

<i>Rushil Lingichetty</i>
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#### *Judging Chairs:*

<i>Saranya Lamba</i>
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#### *Registration Chairs:*

<i>Jedril Kulian</i>	<i>Riya Shah</i>
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#### *Logistic Chairs:*

<i>Harini Subramanian</i>	<i>Adi Devnani</i>
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#### *Liaison Coordinators:*

<i>Yuva Vidwans</i>	<i>Surya Saravanan</i>
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#### *Mixer Chairs:*

<i>Pranav Ingale</i>	<i>Vishal Vivek</i>
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#### *Hospitality Chairs:*

<i>Pia Patel</i>	<i>Riya Sahu</i>
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#### *Outreach Chairs:*

<i>Surekha Garapati</i>	<i>Aanya Tummalapalli</i>
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*Marketing Chairs:*

<i>Shruti Garg</i>	<i>Vanmathi Santhanam</i>
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