

# **THE CONSTITUTION**

## **OM**

Carnegie Mellon University  
University Center Box 65  
Suite 103, 5000 Forbes Ave.  
Pittsburgh, PA 15230

We, the members, do hereby agree to constitute the organization OM at Carnegie Mellon University, and agree to abide by the following rules and regulations in order that our purpose be realized to the fullest extent.

### **ARTICLE I: Name of Organization**

**Section 1:** The organization shall be known as OM, an organization for Hindus, Jains, Sikhs, and other religions of Indian origin at Carnegie Mellon University.

### **ARTICLE II: Objectives of OM**

**Section 1:** OM is an independent non-sectarian forum for the education and promotion of the Indian cultural and spiritual heritage. Students, faculty, and all other members of the Carnegie Mellon community are welcome to join. OM provides spiritual assistance to Hindus, Jains, Sikhs, and other religions of Indian origin. OM also provides opportunities for non-academic individuals to work and identify closely with the objectives and programs of Hinduism, Jainism, Sikhism, and other religions of Indian origin.

**Section 2:** OM is a local forum to provide activities & projects to achieve the following:

- A. Education of Indian cultural and spiritual heritage, Indian religions and Indian history.
- B. Live a better life according to Dharma
- C. Promotion of Hindu, Jain, and Sikh cultures & values
- D. Take necessary actions for the betterment of our society and the environment

**Section 3:** OM promotes understanding and awareness about Indian heritage amongst the Hindu, Jain, and Sikh students and students of different cultures and nationalities at Carnegie Mellon University.

**Section 4:** The mission of OM is to develop a bond of extended Indian family relationship and awareness, enlightened with the Universal ideals of the Hindu, Jain, and Sikh Dharma.

**Section 5:** OM honors each member's own religion and OM does not promote any type of conversion. OM deals with life in general. Thus OM is a socio-religio-cultural organization.

### **ARTICLE III: Membership**

**Section 1:** Membership shall consist of any student currently enrolled with Carnegie Mellon University and faculty members who wish to take part in OM Activities. No membership fee will be collected. All members must be on the email distribution list.

**Section 2:** Members shall attend General Body meetings, participate on committees, attend OM programs, vote in OM elections, and ultimately run and/or head any elected or appointed office.

**Section 3:** Members shall support the policies and activities of OM; and in general, shall at all times strive to ensure the survival and prosperity of the organization.

**Section 4:** OM openly admits students to its membership without any discrimination.

### **ARTICLE IV: Organizational Structure**

**Section 1:** The organizational structure of OM shall consist of two bodies - The General Body and the Executive Body.

**Section 2:** The General Body shall be comprised of all OM members attending General Body meetings.

**Section 3:** The Executive Body shall be comprised of all elected and appointed offices of OM. These offices include: President, Vice President, Secretary, Treasurer, Public Relations Chair, and two appointed freshmen.

### **ARTICLE V: Description of Executive Body Positions**

**Section 1:** The Executive Body shall consist of:

**A. President:**

- Can only vote to break a tie
- Organizes and conducts monthly/General Body meetings
- Has the right to make sudden non-financial / financial decisions (of less than \$100)
- Oversees the smooth running of the organization

**B. Vice-President:**

- Compiles agenda before each meeting
- Serves as an intermediary between the President and the rest of the Executive Board
- Assists President with overseeing the organization, and oversees functionality of all Executive Board members
- Holds a checklist of officer duties

**C. Secretary:**

- Takes minutes during all meetings
- Sends out minutes to Executive Board
- Posts edited minutes to OM bulletin board

**D. Treasurer:**

- Responsible for all financial accounts, bills, and receipts. However, all financial decisions are to be brought to the board.
- Presents current financial status/standings at all Executive Meetings
- Is responsible for checking UC Mailbox

**E. PR Chair:**

- Responsible for creating / updating posters, tickets, advertising, web page, sending out email for temple trips, movies, etc. (knowledge of web design helpful but not necessary)
- Delegate duties (such as help with any of the above) to other executive board members

**F. Appointed Freshman (2):**

- To be voted upon and appointed by the newly elected Executive Board
- Freshman appointees are to help with any of the above activities

**Section 2: Expectations of an Executive Board Member**

- A. On time attendance is mandatory to ALL events, activities, and meetings unless an excuse has been sent to the ENTIRE executive board at least 24 hours in advance
- B. All officers are expected to follow up on tasks assigned to them and tasks they volunteered to perform.
- C. In order to pass a vote, at least half the board members must be present
- D. In order to call a meeting, all executive board members must be notified in some form (email, phone, etc)
- E. All OM officers are expected to organize, promote, and attend OM events

## **ARTICLE VI: Duties and responsibilities of the Executive Body**

**Section 1:** The Executive Body shall:

- A. Be held accountable for OM activities.
- B. Make decisions and policies that reflect the consensus of the OM membership.
- C. Meet at least once a month.
- D. Hold a General Body meeting at least once a semester on a day specified at the first meeting of each semester.
- E. Submit the net change and current balance in the OM account at General Body meetings and answer any questions as to losses or gains made by members at elections.

## **ARTICLE VII: Process for Nominations / Elections**

**Section 1:** Prerequisites

To run for an OM office,

- A. One must be a present member of OM
- B. One must have attended past OM activities and shown an interest in the organization

**Section 2:** Nominations

- A. Any member that wants to run for office must post a letter of intent to the OM bulletin board. Letters of Intent must include:
  - The office one is running for
  - A list of other organizations of which one is a current member (include any offices held)
  - How one has supported OM in the past (examples: movies, Holi, temple trips, ticket sales, advertising, etc)
  - Letters may also include other information of relevance if needed.
- A. Letters of intent to be submitted at least 48 hours in advance
- B. For a member to be able to run, his or her name must be on the OM email distribution list

**Section 3:** Elections

- A. Voting to occur at a General Body meeting once a year held towards the end of the Spring semester
- B. No proxy voting allowed - Members must be present to vote

- C. For a member to be able to vote, his or her name must be on the OM email distribution list
- D. All voting will be done through anonymous ballots
- E. The entire Executive Board MUST be present at elections and for counting ballots
- F. Ballots must be counted and results posted within a week
- G. In case of a tie, the Executive Board will vote to break the tie (with the President holding the tie breaker vote in case of another tie)

## **ARTICLE VIII: Amending the Constitution**

### **Section 1: Executive Body Amendments**

- A. Any amendment brought before the Executive Board must pass by simple majority
- B. To become a working amendment, it must also pass in front of the General Body by simple majority
- C. The amendment, in its entirety, must be posted (at least three days before the General Body Meeting) to the bulletin board

### **Section 2: General Body Amendments**

- A. Any member of OM may also present a resolution for amending the constitution
- B. To become a working amendment, it must also pass in front of the General Body by simple majority
- C. The amendment, in its entirety, must be posted (at least three days before the General Body Meeting) to the bulletin board

*This Constitution was approved and passed by the below OM board members on Wednesday, April 4, 2001.*

*(Neil Shah)*

*(Karthik Ramachandran)*

*(Sheel Mohnot)*

*(Anusha Krishnakumar)*

*(Rajit Patel)*

*(Prem Ramaswami)*

*This Constitution was approved and passed by the OM General Body on Wednesday, May 2, 2001.*

## AMENDMENTS

### AMENDMENT 1: Reimbursement of receipts

OM officers and general body members will not be reimbursed for OM purchases without a receipt or the approval of the executive board. Reimbursements are carried out by the secretary or treasurer.

*Amendment requested by: Neil Shah, Prem Ramaswami, Anusha Krishnakumar, Rajit Patel, Deepa Nama*

*This Amendment was approved and passed by the OM General Body on Wednesday, September 12, 2001.*

### AMENDMENT 2: Resignation of an Officer

If an officer of OM should resign, the following shall occur.

The individual will be unable to regain his or her post (or be appointed to another post) until he or she is elected to the given position.

If a President resigns, the vice-president shall take his or her position

Within a week of the resignation of any board member, the officers must meet to discuss any possible reorganization of the board.

If no solution can be found, then the following guidelines must be adhered to:

If a VP resigns, or becomes president in case of the president resigning, the Secretary may take his or her position if he or she chooses to do so.

This cascading effect shall go in the following order:

Vice-President

Secretary

Treasurer

PR Chair

The empty position must be filled within one month time by the board. The board may appoint a member of OM to take this position by the vote of a simple majority. In the case of a Vice-President being appointed President, the new President shall not have a vote in the appointment of a new officer, other than in the case of a tie amongst the existing board.

A new election must be called for the following semester at the first

possibility to hold a General Body Meeting. Any officer whose position has changed from the time of election will be up for re-election.

*Amendment requested by: Neil Shah, Prem Ramaswami, Anusha Krishnakumar, Rajit Patel, Deepa Nama, Angeli Jain, Anuj Soni*

*This Amendment was approved and passed by the OM General Body on Wednesday April 24, 2002.*

## **AMENDMENT 2: Description of Executive Body Positions**

### **Vice-President**

- Compiles agenda before each meeting
- Assists President with overseeing the organization, and oversees functionality of all Executive Board members
- Holds a checklist of officer duties
- **In the absence of the President, assumes his/her duties**

### **Secretary**

- Takes minutes during all meetings
- Sends out minutes to Executive Board
- Posts edited minutes to OM bulletin board
- **Updates member database on regular basis**
- **Reserves necessary rooms for events**
- **Sends out emails for temple trips, movies, etc.**

### **Treasurer**

- Responsible for all financial accounts, bills, and receipts. However, all financial decisions are to be brought to the board
- Presents current financial status/standings **to Executive Board on regular basis**
- Is responsible for checking UC Mailbox
- **Handles reimbursements on timely basis**

### **PR Chair**

- Responsible for creating/updating posters, tickets, advertising, web page **(removed: sending out email for temple trips, movies etc.)**
- (knowledge of web design helpful but not necessary)
- **Delegates public relation tasks to other Executive Board members**

### **Appointed Freshmen (2)**

- To be voted upon and appointed by the newly elected Executive Board
- Freshmen appointees are to help out with any of the above activities
- Coordinates at least one school-wide charity/aid event