



Orthodox Christian Campus Ministries of SUS

OFFICIAL CAMPUS MINISTRY ORGANIZATION OF
THE COPTIC ORTHODOX DIOCESE OF THE SOUTHERN U.S.

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OCCM Chapter Leadership Election & Voting Guidelines 2023-2024



Love OCCM?



Have great ideas?



**Have the passion
for ministry?**



**Want to grow as a
leader?**

The group of students in an OCCM Chapter is the nucleus of the OCCM ministry and life on campus. The group is facilitated and guided by a team that includes elected student leaders, a clergy (spiritual) advisor, and a faculty advisor (may not be required at every university).

To standardize the ministry of OCCM Chapters across the Diocese, the Executive Board has developed a standard election process to be used precisely across all OCCM chapters.

Outlined below are the positions which comply with the OCCM Constitution. Some of these positions may vary by Chapter due to the size and/or state of the chapter's maturity. Therefore, if the current Chapter's committee sees that it does not need a particular officer position, the Committee must consult with the Clergy Advisor to ensure the needs of the Chapter are fulfilled to properly carry out the mission of OCCM. Subsequently, such a Chapter must have a designated person to be responsible for that unfilled position so that when the diocesan OCCM officer email the university chapter on a specific matter (e.g., campus outreach, community service, etc.), he/she can contact a specific person versus defaulting to the Chapter President. See *the [FAQ section](#)*.

A Chapter's Executive Board shall consist of President, Vice President, Treasurer, and Secretary. The Chapter shall include no more than four (4) additional officers. If *unfilled*, the additional officer position can be the responsibility of an existing officer, thus wearing two hats.

Required Positions (4)

1. President
2. Vice President
3. Treasurer
4. Secretary

Additional Positions (no more than 4)

1. Community Service Coordinator
2. Campus Outreach Coordinator
3. Youth Outreach Coordinator
4. Social Media Coordinator



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Nomination and Election Process of Chapter Leadership

1. The OCCM Chapter Leadership is elected to a one-year term.
2. The nomination-to-election process shall start in the month of March. Campaigning is not permitted.
3. The Chapter President will announce the start date of the process with plenty advance notice to the members of the Chapter.
4. Nomination is through **self-expression only**. A *Self-Expression* online form is sent out to all chapters to kick off the process. There will be one unique form per region.
5. The Regional Directors and Regional Clergy Advisors (Fr. Benjamin – Texas; Fr. Daniel – Tennessee; and Fr. Jerome – Florida and Georgia) shall oversee the nomination and election processes in each region entirely.
6. Clergy Advisors will not participate in voting, but they have the right to veto non-qualifying candidates per the criteria set for a member to run for office.
7. A vetting process is then conducted to examine the qualifications of the applicants.
 - a. Step 1: The Clergy Advisor will vet the applicants with their parish priest and their Father Confessor.
 - b. Step 2: The Clergy Advisor along with the Chapter President will vet the applicants to ensure the criteria are met. (See the [FAQ section](#) for the criteria.)
 - c. Step 3: The list of final nominees is published to prepare for Election.
8. It is up to each Chapter whether to require nominees to present before the members their plan for running for an officer role.
9. The ballot for the Chapter is then created and the election date is announced to the Chapter with ample time ahead of the election date.
10. The election is then conducted online per the announced date.
11. All officers shall be elected by *simple majority vote* by the members.
12. The results are sent to the Clergy Advisor and the current officers.
13. The new officers are announced to the Chapter.



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Election Timeline (2023-2024)

The Chapter President shall announce the election timeline **for two weeks** ahead of the nomination start period.

Period/Date	Election Task
Week of 06-MAR to 17-MAR (Two weeks)	Nomination Period through Self-Expression <ul style="list-style-type: none"> • Florida/Georgia Self-Expression Form • Tennessee Self-Expression Form • Texas Self-Expression Form
Weeks of 20-MAR to 24-MAR (Monday-Friday)	Nominee Vetting by Clergy <i>Local presentation by nominees (optional)</i>
Week of 27-MAR to 30-MAR (Monday-Thursday)	Chapter Election
Week of 03-APR	New officers announced by Chapter. Begin setting a transition plan.

Role and General Expectation of Entire Chapter Committee

- Attend at least 90% of OCCM weekly meetings.
- If you cannot attend one of the meetings, you must contact the President with a valid reason of why you cannot make it. A 'no-show' to your chapter meetings and events while you hold an officer position is a sign of neglect and lack of commitment.
- If an officer is consistently absent or absent from doing their duties, the OCCM team will meet with the Clergy Advisor and discuss finding a replacement.
- Must attend all OCCM chapter events and regional events (i.e., Regional Retreat for the Fall and Spring, respective monthly regional calls, etc.).
- Must attend all regularly scheduled Officer meetings.
- Must be an image of God on and off campus.
 - Adhere to the *OCCM Code of Conduct*.
 - Have a relationship with God. Attend the Liturgical services regularly.
 - Be kind to everyone always. Lend a hand to anyone in need.
- When an officer cannot perform their duties, he/she must contact the President.
- As a committee, meet regularly with the Chapter's Clergy Advisor.



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President:

- Responsible for the overall health and leadership of the Chapter
- Response to lead officer meetings and chapter oversight, ensuring that all tasks are completed by the officers
- Supports, encourages, and helps with anything the officers may need
- Responsible for weekly announcements to the chapter for upcoming meetings or events
- Must attend all OCCM chapter and regional events and meetings
- Communicates with Clergy Advisor and Regional Director, keeping them in the loop of all chapter affairs

Vice President:

- Upkeeps chapter calendar (events, speakers, etc.)
- Contact and confirm speakers
- Reserves meeting rooms/space for OCCM meetings and events
- In charge of planning Tasbeha nights (if applicable)
- Liaises with and oversight of Community Service and Campus Outreach events with the respective chapter Coordinators
- If the President is unable to fulfill their duties, the Vice President will assume the role of the President.

Key Points:

- Put Christ before you and remember this is a ministry; He will accomplish what you cannot.
- Make a point to emphasize to the committee this is a ministry and encourage them.
- Think of OCCM as the “embassy of the Church on campus”.
 - You are the head. If you are *uninvolved* → committee *uninvolved* → *discouraged* and *uninvolved* members.
 - You are the head. If you are *involved* → committee *involved* → *encouraged* and *involved* members.

Treasurer:

- Must read and follow the OCCM Financial Policy as outlined in the *OCCM Guidebook & Manual*.
- Responsible for budget planning and chapter fundraising

Secretary:

- Records meeting minutes and assigns action items
- Follows up on action items and ensure closure of tasks by the set timeline
- Takes attendance at every chapter meeting/event



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- Collects all donations income and keeps record in a ledger of all income and expenses
- Work with the OCCM Executive Treasurer to identify best solution for the chapter in keeping the income collected. Absolutely, no personal bank accounts to be used
- Coordinates buying food for the meetings (if applicable) or delegates to one of the members

- Maintains a database/list of chapter members including full name, phone number, email, program of study, and year in college and provide to the Youth Outreach Coordinator

Campus Outreach Coordinator

- Plans and prepares well for campus outreach events as outlined per the OCCM plan for the year
- Stays in regular contact and communication with the Regional Student Leader for Campus Outreach, provide updates as necessary, and seek assistance when needed to ensure fulfillment of the semester plan for Campus Outreach
- Reports and records chapter events in the respective Google Form the OCCM Campus Outreach Committee

Community Service Coordinator

- Plans and prepares well for monthly community service events
- Stays in regular contact and communication with the Regional Student Leader for Community Service, provide updates as necessary, and seek assistance when needed to ensure fulfillment of the semester plan for Community Service
- Reports and records chapter events in the respective Google Form the OCCM Community Service Committee

Youth Outreach Coordinator

- Works closely with the President and Secretary to touch base and encourage enrolled student to attend chapter meetings and events
- For outreach, develop small groups of invested members in this effort to build fellowship and friendship with disconnected members

Social Media Coordinator

- Must carefully follow and enforce the Social Media Policy as stated in the *OCCM Guidebook & Manual*
- Upkeeps social media, ensuring awareness on chapter meetings, events, and highlights of completed events
- Makes advertisement material (i.e., fliers)



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FAQ

How long is the term of the Chapter Committee?

The Chapter Committee shall be a one-year termed office duty (two semesters). The current committee members can only run for two terms (i.e., two years or four semesters) if the person desires to continue serving.

What are the criteria to run for a position?

1. Be an active member of one of the six Oriental Orthodox Churches, with regular attendance of the Divine Liturgy;
2. Have an active relationship with his/her Father Confessor;
3. Be an active OCCM member; that is, a member who has actively attended meetings and participated in Chapter events and initiatives;
4. Be a member for at least a semester; AND
5. MANDATORY attendance at [OCCM LEAD 2023](#), OCCM's student leadership training conference.
 - o OCCM LEAD (FL/GA/TN): Saturday, August 12 to Tuesday, August 15 at St. Mary St. Demiana Convent – Atlanta, Georgia
 - o OCCM LEAD (TX): Wednesday, August 16 to Saturday, August 19 at St. Anthony's Building (St. Philopateer) – Dallas, Texas

What qualities should officers have?

Besides being a genuine model of an Orthodox Christian, an officer possesses spiritual and personal maturity; ought to be self-motivated, persistent, an active communicator; works equally with all the committee members and demonstrate proficiency in planning and following through.

How does nomination work?

Nomination is conducted through self-expression only. The interested candidate must complete his/her own self-nomination form and choose up to two (2) position(s) he/she is interested in.

Who can vote?

All *active* OCCM Chapter members are eligible to vote. The voting member must be an OCCM member for at least a semester to participate in the voting process. Non-OCCM members *are not permitted* to participate in the election.



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What is an “active” member?

Anyone who has attended more than 50% of the meetings during at least one semester.

What if our Chapter is so small and/or it does not have interested candidates to run for student leader positions?

Please contact your Regional Clergy Advisor to discuss this matter and work through it (Fr. Benjamin – Texas; Fr. Daniel – Tennessee; and Fr. Jerome – Florida and Georgia). In the case of struggling chapters or small chapters, the Regional Clergy Advisor may appoint an Executive Board and monitor/evaluate the progress for continuity.