



## Orthodox Christian Campus Ministries of SUS

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

[susoccm.org](http://susoccm.org)

### OCCM Chapter Leadership Election & Voting Guidelines 2022-2023



**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 life and ministry on campus. The group is facilitated and guided by a team which 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.

We have also outlined the permitted 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 is fulfilled to properly carry out the mission of OCCM. Subsequently, such Chapter must have a designated person to be responsible for that unfilled position so that when the diocesan OCCM officers email the university chapters on specific matters (e.g., evangelism, community service, etc.), they can email a specific person rather than 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. Evangelism Coordinator
3. Youth Outreach Coordinator
4. Social Media Coordinator



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### Nomination & Election Guidelines

1. A standard online platform will be set up and shared with all the Chapters to use for nomination and election. All Chapters will utilize this online platform and no other to conduct nomination and election.
2. Nomination is conducted through self-expression and nomination by Chapter members.
3. Voting is limited to one vote per member as controlled by the online platform. Members will receive a link via email to submit their vote. The link will expire after 24 hours.
4. Voters may select only one person per position (i.e., voters may not select two different candidates for the same position on the ballot).
5. The President, Vice President, Secretary, Treasurer, and the three other officers shall be elected by *simple majority vote* by the members.
6. The Regional Directors and Regional Clergy Advisors (Fr. Benjamin – Texas; Fr. Daniel – Tennessee; and Fr. Jerome – Florida and Georgia) shall oversee the nomination and voting processes in each region entirely.
7. Clergy Advisors will not participate in nomination or voting, but they have the right to veto non-qualifying candidates per the criteria set for a member to run for office.
8. Upon conclusion of the nomination process:
  - o Regional Clergy Advisors will vet the nominees with the candidate’s Father Confessor and Parish Priest.
  - o Regional Directors will inform the candidates of their nomination and send an application inquiring about commitment to that summer’s OCCM LEAD as well as their intentions for serving. The candidate will then be placed on their respective Chapter’s ballot upon submission of application by the given deadline.

### Election Timeline (2022-2023)

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

Period/Date	Election Task
Week of 28-FEB to 4-MAR	Chapter Nomination Period
Weeks of 07-MAR to 25-MAR	Nominees Vetting by Regional Clergy Board & RD Verification
Week of 28-MAR to 01-APR	Chapter Election
Week of 11-APR	Announce New Officers by Chapter. Determine transition plan.



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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?

The election process is open to all interested and qualified OCCM candidates. The qualifications are:

1. Being an active member of one of the six Oriental Orthodox Churches, with regular attendance of the Divine Liturgy;
2. Having an active relationship with his/her Father Confessor;
3. Being an active OCCM member; that is, a member who has actively attended meetings and participated in Chapter events and initiatives;
4. Being a member for at least a semester; AND
5. MANDATORY attendance at **OCCM LEAD 2022**, OCCM's student leadership training conference.
  - OCCM LEAD (FL/GA/TN): Saturday, August 13 to Tuesday, August 16 at St. Mary St. Demiana Convent – Atlanta, Georgia
  - OCCM LEAD (TX): Wednesday, August 17 to Saturday, August 20 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 ought to be self-motivated, persistent, an active communicator, and has the ability to plan and follow through.

#### How does nomination work?

Nomination is conducted through self-expression, in addition to members nominating others in their Chapter for a particular role.

#### 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.

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## Role Expectations by Position

### 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 Secretary or President with a valid reason of why you cannot make it.
- 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 internal and external events. This includes the OCCM Regional Retreat.
- Must attend officer meetings.
- Must be an image of God on and off campus.
  - Have a close relationship with Him. Attend the Liturgical services regularly.
  - Be kind to everyone always.
  - Lend a hand to anyone in need.
- Must do their best at their role as an officer and a chapter member.
- When an officer cannot perform their duties, they must contact the VP or President.
- Meet regularly with the Chapter’s Clergy Advisor.

### President:

- Is responsible to lead officer meetings.
- Announce upcoming events to the chapter.



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- Oversees and makes sure that all tasks are done by officers.
- Helps with anything the officers may need.
- Encourages and supports committee.
- Attends all OCCM chapter and regional events, meetings, etc.
- Communicate with Regional Director and keep in loop of all chapter events.
- One-time task: Schedule an individual meeting with each committee member to discuss responsibilities and expectations of each other.

### Key Points:

- Always put Christ before you and remember this is a ministry; He will accomplish what you cannot.
- Must make a point to emphasize to committee this is a ministry (service) 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.

### **Vice President:**

- Upkeeping of calendar (events, speakers, etc.).
- Contact and confirm speakers. Coordinate food/activity.
- In charge of planning Tasbeha (if applicable).
- When an officer cannot perform their duties, the Vice President must take on their role to make sure it is done.
- If the President is unable to fulfill their duties, the Vice President will assume the role of the President.

### **Treasurer:**

- Must approve all transactions.
- Responsible of budget planning and chapter fundraising.
- Buys food or delegates to someone.
- Collects all money and keeps record of all money taken. Try to have as little cash as possible. Keep in Bank/Venmo.



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### Secretary:

- Reserves space for OCCM meetings.
- Maintains list of chapter members.
- Takes meeting minutes (notes).
- Takes attendance at every chapter meeting/event.
- Follows up on action items and ensure closure of tasks by the set timeline.

### Other Committee Members (Community Service, Evangelism, Social Media, Youth Outreach):

- **Social Media Coordinator**
  - Weekly announcements to group.
  - Upkeeps social media.
  - Makes advertisement material (i.e., fliers).
- **Community Service Coordinator**
  - Plans monthly service events and other chapter events.
  - Stays in close contact and communication with the Regional Student Leader for Community Service.
- **Evangelism Coordinator**
  - Plans and prepares well for evangelism events.
  - Stays in close contact and communication with the Regional Student Leader for Evangelism.
- **Youth Outreach**
  - 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.

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