



Rules of Procedure for the
Orthodox Christian Campus Ministries

PREAMBLE

WE, THE COPTIC ORTHODOX STUDENTS, OF THE DIOCESE OF THE SOUTHERN UNITED STATES, IN ORDER TO PROVIDE EFFECTIVE CHRISTIAN FELLOWSHIP AND COMMUNITY COHESION, DO HEREBY ADOPT THIS CONSTITUTION AS THE GUIDE TO OUR ORGANIZATION; TO EXPERIENCE THE CHURCH THROUGH PRAYER, SERVICE, AND STUDY OF ORIENTAL ORTHODOX LITERATURE; TO EVANGELIZE THE UNIQUE MESSAGE OF ORIENTAL ORTHODOX CHURCHES; AND TO DEEPEN INVOLVEMENT OF YOUTH INTO THE ORIENTAL ORTHODOX COMMUNITY THROUGH PERSONAL AND PROFESSIONAL DEVELOPMENT.

1 Constitutional Conformity

- 1.1 The Bylaws of the Orthodox Christian Campus Ministries, which shall hereinafter be referred to as “OCCM”, shall not conflict with the OCCM Constitution.
- 1.2 Any approved constitutional amendment is subject to approval by the standing Bishop of the Coptic Orthodox Patriarchate - Diocese of the Southern United States or his designee.
- 1.3 Both the OCCM constitution and the OCCM Rules of Procedure are subject to the Bishop or his designee, who has superior authority over the procedures and any other documents produced by OCCM.
- 1.4 OCCM shall abide by all applicable state and federal law as long as it does not conflict with the regulations of the Holy Synod.
- 1.5 All proceedings not specified herein shall be conducted in accordance with the latest edition of Robert’s Rules of Order.

2 OCCM Leadership

- 2.1 Diocese Bishop, or his designee
 - 2.1.1 The duties shall include:
 - 2.1.1.1 To oversee Alumni Chair.
 - 2.1.1.2 To oversee OCCM President.
- 2.2 OCCM President
 - 2.2.1 The OCCM President shall be chosen through the procedure in Chapter 7.2.
 - 2.2.2 No one may apply to the position of OCCM President who has not served at least one full semester in a OCCM Executive position by the time they take office.
 - 2.2.2.1 If there is no person who meets this criterion, the Alumni Chair, with referral from the previous President, may approve a candidate for OCCM President.
 - 2.2.3 If the OCCM President chooses to run for a second term, they must abstain from the selection process of the new president.
 - 2.2.4 The duties shall include:
 - 2.2.4.1 Chairmanship of all Regional Leadership meetings.
 - 2.2.4.2 To represent OCCM before all entities.
 - 2.2.4.3 To submit all business in writing, once per month, to the Diocese Bishop or his designee.
 - 2.2.4.4 To oversee all OCCM paperwork and meetings.
 - 2.2.4.5 To preserve the OCCM Constitution and the OCCM Bylaws.
 - 2.2.4.6 To oversee the OCCM Vice President.
 - 2.2.4.7 To oversee the Regional Directors.
- 2.3 OCCM Vice President
 - 2.3.1 The OCCM Vice President shall be chosen by the procedure outlined in Chapter 7.2.
 - 2.3.2 No one may apply to the position of OCCM Vice President who has not served at least one full semester in a OCCM Executive position by the time they take office.

- 2.3.2.1 If there is no person who meets this criteria, the Alumni Chair, with referral from the previous President, may approve a candidate for OCCM Vice President.
- 2.3.3 The duties shall include:
 - 2.3.3.1 To assist the OCCM President in the completion of his/her duties.
 - 2.3.3.2 To oversee each Committee and the Chairs of those Committees.
 - 2.3.3.3 Ensure that a permanent record of all OCCM business be sent to all OCCM members, including information submitted to OCCM Leadership through the Diocese Bishop or his designee.
 - 2.3.3.4 Keep an accurate record of OCCM committee and OCCM event attendance.
 - 2.3.3.5 In the event that the president is unable to fulfill their duties, the OCCM Vice President will assume the role of OCCM President.
- 2.4 OCCM Standing Committee Chairperson
 - 2.4.1 The four standing committees within OCCM shall be:
 - 2.4.1.1 The Fellowship Committee
 - 2.4.1.2 The Evangelism Committee
 - 2.4.1.3 The Community Service Committee
 - 2.4.1.4 The Alumni Committee
 - 2.4.2 The OCCM Standing Committee Chairs shall be elected as outlined in Chapter 7.3.4 of the OCCM Bylaws.
 - 2.4.3 The duties shall include:
 - 2.4.3.1 Keep an accurate record of OCCM Committee and OCCM event attendance.
 - 2.4.3.2 Chairmanship of the respective committee meetings.
 - 2.4.3.2.1 The Fellowship Committee Chair shall be responsible that proper delegation of tasks which are outlined in Chapter 5.3 be carried out.
 - 2.4.3.2.2 The Evangelism Committee Chair shall be responsible that proper delegation of tasks which are outlined in Chapter 5.4 be carried out.
 - 2.4.3.2.3 The Community Service Committee Chair shall be responsible that proper delegation of tasks which are outlined in Chapter 5.5 be carried out.
 - 2.4.3.2.4 The Alumni Committee Chair shall be responsible that proper delegation of tasks which are outlined in Chapter 5.6 be carried out.
 - 2.4.3.3 Be responsible for transcribing or delegation of transcription of accurate meeting minutes, and submitting them no less than 24 hours after the meeting to the OCCM Vice President.

- 3 OCCM General Business Meetings
 - 3.1 The OCCM President shall determine the time, day, place, and frequency of the OCCM General Business Meeting.
 - 3.2 The OCCM President shall preside over all meetings of OCCM. Should the OCCM President not be present at a meeting, the presiding officer for that meeting shall be determined by the following hierarchy:
 - 3.2.1 OCCM Vice President
 - 3.2.2 Presiding Regional Director
 - 3.2.3 Alumni Chair
 - 3.2.4 Evangelism Chair
 - 3.2.5 Community Service Chair
 - 3.2.6 Fellowship Chair
 - 3.3 OCCM Meeting shall proceed into any order of business with the calling of first roll call.
 - 3.4 OCCM Meeting shall be adjourned with the calling of the final roll call.
 - 3.5 Meeting Agenda

A Meeting Agenda for the General Business Meetings must be sent to all Regional Directors who will send it to regional campuses at least 15 days in advance.

- 4 Attendance
 - 4.1 All OCCM members are expected to attend OCCM General Business Meetings as well as their assigned meetings, the assigned meetings and persons are outlined below:
 - 4.1.1 OCCM Leadership Meeting
 - 4.1.1.1 Diocese Bishop, or his designee
 - 4.1.1.2 OCCM President
 - 4.1.1.3 Alumni Chair
 - 4.1.2 Regional Leadership Meeting
 - 4.1.2.1 All three Regional Directors
 - 4.1.2.2 OCCM President, who will preside over this meeting.
 - 4.1.3 Committee Meeting
 - 4.1.3.1 Committee Chair, who will preside over this meeting (i.e., Fellowship Committee Chair).
 - 4.1.3.2 All Committee Members (i.e., All members of the Fellowship Committee)
 - 4.2 First and final roll call of each meeting shall be taken at the beginning and end of each meeting, respectively.
 - 4.3 If a member of any meeting cannot attend the meeting, they shall contact the chair of the respective meeting at least 24 hours prior to the meeting.
 - 4.3.1 The OCCM Vice President has the discretionary power to accept or deny the excused absence.

5 Committees

- 5.1 All Standing Committees shall operate under Robert's Rules of Order.
- 5.2 Any member of any committee has the option to abstain from voting or partaking in discussion, if they feel there is a conflict of interest at hand.
- 5.3 The Fellowship Committee shall:
 - 5.3.1 Be responsible for organizing OCCM events that pertain to group building, leadership building, or reduction of youth apathy.
 - 5.3.2 Be responsible for advertising and notifying members of orthodox programs, retreats, and conferences.
 - 5.3.3 Be responsible for reaching out to members who have been absent at previous committee meetings, or OCCM events.
 - 5.3.4 Be responsible for publicizing OCCM as a whole and incorporating more members into the OCCM community.
 - 5.3.5 Be responsible for reaching out to any OCCM member that does not attend a third (1/3) of events for any given year.
- 5.4 The Evangelism Committee shall:
 - 5.4.1 Be responsible of adhering to and educating members on Orthodox beliefs.
 - 5.4.2 Be responsible for the creation of marketing materials (in the form of brochures, media, etc.)
 - 5.4.3 Be responsible for working in collaboration with the Fellowship Committee on coordinating community outreach events.
 - 5.4.4 Be responsible for coordinating attendance at relevant theological conferences in order to better equip members with knowledge
- 5.5 The Community Service Committee shall:
 - 5.5.1 Be responsible for working in collaboration with the Fellowship Committee on coordinating state-wide community service projects.
 - 5.5.2 Be responsible for establishing connections with community partners and OCCM Alumni.
 - 5.5.3 Be responsible for coordinating fundraising efforts.
- 5.6 The Alumni Committee shall:
 - 5.6.1 Be responsible for approving the OCCM President and OCCM Vice President.
 - 5.6.2 Be responsible for working in collaboration to the three aforementioned committees to aid in OCCM growth.
 - 5.6.3 Be responsible for acting as a mediator in any ethical dispute among OCCM members.

6 OCCM University Chapter Structure

- 6.1 President
 - 6.1.1 The duties shall include:
 - 6.1.1.1 Chairmanship of all local OCCM meetings.
 - 6.1.1.2 To represent the local OCCM chapter before all entities.
 - 6.1.1.3 To contact the regional coordinator once per month about past events and future plans.
 - 6.1.1.4 To oversee all local OCCM paperwork and meetings.

- 6.1.1.5 To oversee the local OCCM Vice President.
- 6.1.1.6 To oversee the local OCCM executive board.
- 6.2 Vice President
 - 6.2.1 The duties shall include:
 - 6.2.1.1 To assist the local OCCM President in the completion of his/her duties.
 - 6.2.1.2 To facilitate local member involvement in national committees.
 - 6.2.1.3 Ensure that a permanent record of all OCCM business be sent to all local OCCM members, including information received by national OCCM Leadership.
 - 6.2.1.4 In the event that the president is unable to fulfill their duties, the local OCCM Vice President will assume the role of local OCCM President.
- 6.3 Treasurer
 - 6.3.1 Responsible for keeping track of all finances.
 - 6.3.2 Will keep track of merchandise purchases.
 - 6.3.3 Will provide a budget report to the president of the chapter at the end of each academic year.
 - 6.3.4 Responsible for assisting the president in the creation of the a budget for upcoming events.
 - 6.3.5 Will submit any Student Activities Requests (SARs), if necessary.
- 6.4 Secretary
 - 6.4.1 Responsible for taking minutes at each meeting of the local chapter.
 - 6.4.2 Responsible for sending minutes to the membership of the local chapter within 24 hours of the meeting.
 - 6.4.3 Responsible for taking attendance at each meeting and event as well as keeping an updated record of all active members in that chapter.
 - 6.4.4 Will also monitor the allocation of points at a local level.
- 7 Election of OCCM Leadership
 - 7.1 OCCM Leadership is elected to a one-year term, starting June 1st.
 - 7.2 The OCCM President and Vice President will be chosen sequentially and by the same procedure, with the office of the President being first, and the office of the Vice President after. The Alumni Committee Chair shall oversee the entirety of this process.
 - 7.2.1 Interested and qualified candidates for President and Vice President will apply to the alumni committee for initial approval to run for the offices by March 15th.
 - 7.2.1.1 They shall submit a resume and a personal statement outlining why they would like to lead OCCM.
 - 7.2.1.2 The alumni committee selects the top three candidates by a committee vote by March 20th.
 - 7.2.2 The three candidates will then be voted for by an electorate composed of all of the executive board members of all OCCM University Chapters by March 30th.
 - 7.2.2.1 The elected officials by majority vote will be announced by March 31st.

- 7.3 OCCM Regional Directors
 - 7.3.1 There will be one regional director from each state in the southern diocese as outlined in the Constitution.
 - 7.3.2 The regional director will be one of the current chapter presidents.
 - 7.3.3 Nominations of regional directors will take place when elections for the OCCM national positions take place.
 - 7.3.4 Each chapter president gets one vote and the individual with the most votes will be the regional director.
 - 7.3.5 Chairpersons of Standing Committees
 - 7.3.6 Chairperson of Fellowship Committee
 - 7.3.6.1.1 The parties who can vote for the above official are as follows: Executive Board members of all local chapters. Each executive board is allotted four votes.
 - 7.3.6.1.2 Chairperson of Evangelism Committee
 - 7.3.6.1.3 The parties who can vote for the above official are as follows: Executive Board members of all local chapters. Each executive board is allotted four votes.
 - 7.3.6.1.4 Chairperson of Community Service Committee
 - 7.3.6.1.5 The parties who can vote for the above official are as follows: Executive Board members of all local chapters. Each executive board is allotted four votes.
 - 7.3.7 Alumni Chair
 - 7.3.7.1 The Alumni Chair will be voted for by the whole of OCCM Alumni.
 - 7.3.7.2 Who can run, candidacy declaration process
 - 7.3.7.3 The Alumni Chair can serve a maximum of two consecutive terms.
- 7.4 To be eligible for each position, you are required to be or have been an executive board member of your local chapter for at least a semester.
- 7.5 The addition of officer positions must be approved by a two-third vote of current officers.
- 7.6 To be eligible for a regional director position, you are required to be a part of that region.
- 7.7 The Alumni Chair will be a voting member in all elections.
- 7.8 The procedure in which voting occurs will occur as follows:
 - 7.8.1 Election of the Executive Board will occur at the final meeting of each OCCM year (ends May 31st), at the final business meeting.
 - 7.8.2 The Alumni Chair will lead the entirety of this meeting.
 - 7.8.3 The order of elected positions is outlined in Chapter 7.3.
 - 7.8.4 Nominations must be submitted 24 hours in advance, with the exception of President and Vice President, whose selection procedure is outlined in Chapter 7.2.
 - 7.8.5 Each nominee will have ten minutes to present.
 - 7.8.6 This will be followed by a Question and Answer period.
 - 7.8.6.1 Questions cannot be individualized and must be asked to each person who was nominated.
 - 7.8.7 This will be followed by a discussion period.

- 7.8.8 This will be followed by a vote of the newly elected officials
- 7.8.9 There will be no absentee ballots.

8 Amendments

- 8.1 Bylaws will be reviewed at the last meeting held each academic year.
 - 8.1.1 In order for a change to be proposed, it must be emailed in its exact wording to the secretary twenty-four hours prior to the meeting in which the bylaws will be reviewed. Any member may propose a change.
- 8.2 The member that proposes the change will have time to discuss the proposed change at the annual bylaws.
- 8.3 In order for a change to pass, at least 2/3 of the members of the OCCM executive board must approve the potential amendment. If the amendment does not meet this threshold, then it shall not pass. The proposed amendment can be made again if the author so chooses at the following annual review of the bylaws.
- 8.4 All Rules and Procedure are subject to amendment and approval by the Bishop of the Diocese or his designee.

