



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 2024-2025



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 Committee sees that it does not require a particular officer position, the Committee must consult with the Clergy Advisor to ensure that 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 (e.g., campus outreach, community service, etc.).

A Chapter's Executive Board shall consist of President, Vice President, Treasurer, and Secretary & Social Media Coordinator. The Chapter shall include no more than three (3) additional officers. If *unfilled*, the additional officer position can be the responsibility of an existing officer, thus an officer wearing two hats. Large chapters of 50+ active members can request additional committee members with specified roles with the *approval* of their Regional Clergy Advisor.

Required Positions (4)

1. President
2. Vice President
3. Treasurer
4. Secretary & Social Media Coordinator

Additional Positions (no more than 3)

1. Community Service Coordinator
2. Campus Outreach Coordinator
3. Youth Outreach & Fellowship 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 shall announce the start date of the process with advance notice to the members.
4. Nomination is through **self-expression**. A *Self-Expression* online form is sent out to all chapters. There will be one unique form per region.
5. The Regional Directors and Regional Clergy Advisors (Fr. Jacob – Texas; Fr. Daniel – Tennessee & Georgia; and Fr. Jerome – Florida) shall oversee the nomination and election processes in each region.
6. Clergy Advisors will not participate in voting, but they have the right to veto non-qualifying candidates per the criteria set for officer nomination during the vetting process.
7. A vetting process is then conducted to examine the qualifications of the applicants.
 - a. Step 1: The Chapter's Clergy Advisor will vet the applicants with their parish priest and their Father Confessor.
 - b. Step 2: The Chapter's 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 or not 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. Election is 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.
13. The new officers are announced to the Chapter.



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Election Timeline

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

Period/Date	Election Task
Weeks of 10-MAR to 21-MAR (Two Weeks)	Nomination Period through Self-Expression (Simultaneous Nominee Vetting by Clergy Advisor)
Week of 24-MAR to 28-MAR (Monday-Friday)	Finalize Vetting / Ballot Creation
Week of 31-MAR to 04-APR (Monday-Friday)	Chapter Election
Week of 07-APR	New officers are announced. Begin setting a transition plan and complete before end of semester.

Role and General Expectations of Chapter Officers

- 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.
- Attend at least 90% of OCCM weekly meetings, chapter events (community service and campus outreach), and regional events.
- Must attend all regularly scheduled officer meetings.
- When an officer cannot perform his/her duties, he/she must contact the President and Clergy Advisor.
- If an officer cannot attend one of the meetings or events, he/she must contact the President and Clergy Advisor with a valid reason. A 'no-show' to chapter meetings and events is indicative of neglect and lack of commitment.
- If an officer lacks fulfillment of his/her duties or is consistently absent, the Committee shall meet with the Clergy Advisor to discuss the situation and the course of action.
- The President shall plan and schedule a monthly check-in meeting with the Committee and the Clergy Advisor.



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Key Points:

- Put Christ before you and keep in mind that OCCM is a ministry—a church ministry placed on campus for the salvation of souls.
- 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.

President

- Seeks the spiritual direction and input of the Chapter Clergy Advisor regarding the spiritual life of the Chapter.
- Engages the Chapter Faculty Advisor with hopes of expanding awareness of OCCM in the larger campus community and seeking opportunities for Orthodox Christianity to have a voice on campus through seminars, lectures, and participation in panels.
- Responsible for weekly announcements to the chapter for upcoming meetings or events.
- Leads officer meetings, ensuring that all tasks are completed by the officers.
- Supports, encourages, and helps with anything the officers may need.
- Holds regular meetings with Chapter Officers and the Clergy Advisor to stay on track with the Chapter’s spiritual, service, and outreach plans.
- Must attend all OCCM chapter and regional events and meetings.

Vice President

- Responsible for coordinating the weekly meeting:
 - a) contacts and confirms speakers;
 - b) reserves meeting rooms/space for meetings and events;
 - c) upkeeps chapter calendar with events detail;
 - d) plans Tasbeha nights (if applicable).
- Promotes member involvement in community service and campus outreach events.
- Oversees the Campus Outreach and Community Service Coordinators and their activities.
- If the President is unable to fulfill his/her duties, the Vice President will assume the role of the President.



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- Participates in a monthly conference call with the Regional Director and other Chapter Presidents of the region, as well as the Regional Student Leaders for CO and CS of the region.
- Represents the OCCM Chapter before all entities.

Treasurer

- Must read and follow the OCCM Financial Policy as outlined in the *OCCM Guidebook & Manual*.
- Works diligently to obtain funding from the University.
- Works with the President to create the budget plan for the semester and upcoming events.
- Coordinates buying food for the meetings (if applicable) or delegates to one of the members.
- Responsible for keeping track of all finances in detail, keeping record in a ledger of all income and expense, and making them available to the OCCM Executive Treasurer upon request.
- Works 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.
- Ensures fundraising activities are in full compliance with diocesan guidelines as outlined in the *OCCM Guidebook & Manual*.

Secretary & Social Media Coordinator

- Records meeting minutes in the Chapter Officers meeting, assigns action items, and follows up to ensure closure of tasks by the set timeline.
- 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 & Fellowship Coordinator.
- Responsible for taking attendance at each meeting and event.
- Monitors the allocation of points per member, if such a system is in place for the Chapter.
- Carefully follows and enforces the Social Media Policy as outlined in the *OCCM Guidebook & Manual*.
- Upkeeps social media, ensuring awareness on chapter meetings, events, and highlights of completed events, and creates related advertisement material (i.e., flyers, posts).
- Manages online presence, including but not limited to social media, and ensure that



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- Submits the ledger to the President and OCCM Executive Treasurer at the end of each academic year.

all officers and representative figures for the organization maintain a good Christian image online.

Campus Outreach Coordinator

- Responsible for coordinating and executing campus outreach events per the outlined OCCM annual plan.
- Reports and records chapter events in the respective Google Form for the OCCM Campus Outreach Committee.
- Stays in regular communication with the Regional Student Leader for Campus Outreach, provides updates as necessary, and seeks assistance when needed to ensure fulfillment of the semester plan for Campus Outreach.
- Reports directly to the Chapter Vice President.

Community Service Coordinator

- Responsible for coordinating and executing monthly community service events to reach the target goal hours for the semester.
- Reports and records chapter events in the respective Google Form for the OCCM Community Service Committee.
- Stays in regular communication with the Regional Student Leader for Community Service, provides updates as necessary, and seeks assistance when needed to ensure fulfillment of the semester plan for Community Service.
- Reports directly to the Chapter Vice President.

Youth Outreach & Fellowship Coordinator

- Works closely with the President and Secretary & Social Media Coordinator to encourage members to attend chapter meetings and events.
- Responsible for setting up a system for chapter officers to reach out to less active members.
- Develops small groups of invested members to build fellowship with disconnected members.

- Responsible for planning chapter events and social gatherings to promote member outreach.
- Reports directly to OCCM Chapter President.



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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, and have an active relationship with his/her Father Confessor.
2. Be an active OCCM member for at least a semester; that is, a member who has actively attended meetings and participated in Chapter meetings, events, and initiatives.
3. Attend OCCM's MANDATORY student leadership training conference, **OCCM Summit**, for all regions (FL/GA/TN/TX) from **Wednesday, August 6 to Saturday, August 9** at St. Mary & St. Demiana Convent – Dawsonville, Georgia.

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. 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.

What is an “active” member?

Anyone who has attended at least 75% of the meetings during at least one semester.