



Orthodox Christian School Ministries of SUS
OFFICIAL SCHOOL MINISTRY ORGANIZATION OF
THE COPTIC ORTHODOX DIOCESE OF THE SOUTHERN U.S.
susocsm.org

OCSM Chapter Leadership Election & Voting Guidelines 2024-2025



Love OCSM?



Have great ideas?



**Have the passion
for ministry?**



**Want to grow as a
leader?**

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

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

Outlined below are the positions which comply with the OCSM 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 OCSM. Subsequently, such a Chapter must have a designated person to be responsible for that unfilled position (e.g., community service, youth outreach, 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 two (2) additional officers. If *unfilled*, the additional officer position can be the responsibility of an existing officer, thus 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 2)

1. Community Service Coordinator
2. Youth Outreach & Fellowship Coordinator



Orthodox Christian School Ministries of SUS

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

susocsm.org

Nomination and Election Process of Chapter Leadership

1. The OCSM Chapter Leadership is elected to a one-year term. Campaigning is not allowed.
2. The Chapter President shall announce the start date of the process with advance notice to the members.
3. Nomination is through **self-expression**. A *Self-Expression* online form is sent out to all chapters. There will be one unique form per region.
4. The Regional Clergy Advisors (Fr. James – Texas; Fr. Daniel – Tennessee; and Fr. Jerome – Florida) shall oversee the nomination and election processes in each region.
5. 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.
6. 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.)
7. 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.
8. Election is conducted online per the announced date.
9. All officers shall be elected by *simple majority vote* by the members.
10. The results are sent to the Clergy Advisor.
11. The new officers are announced to the Chapter.



Orthodox Christian School Ministries of SUS
OFFICIAL SCHOOL MINISTRY ORGANIZATION OF
THE COPTIC ORTHODOX DIOCESE OF THE SOUTHERN U.S.
susocsm.org

Election Timeline

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

Period/Date	Election Task
Weeks of 31-MAR to 11-APR	Chapter Nomination Period through Self-Expression (Simultaneous Nominee Vetting by Clergy Advisor)
Weeks of 21-APR to 25-APR	Finalize Vetting / Ballot Creation
Week of 28-APR	Chapter Election
Week of 05-MAY	New officers are announced. Begin setting a transition plan.

Role and General Expectations of Chapter Officers

- Must be an image of God on and off campus.
 - Adhere to the *OCSM 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 OCSM meetings and chapter 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 fulfilling 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.



Orthodox Christian School Ministries of SUS
OFFICIAL SCHOOL MINISTRY ORGANIZATION OF
THE COPTIC ORTHODOX DIOCESE OF THE SOUTHERN U.S.
susocsm.org

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 OCSM 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 OCSM's MANDATORY regional student leadership training conference, **OCSM Summit**. The dates per region are as follows:
 - Florida: Saturday, June 28, 2025, at TBD Church, Orlando
 - Tennessee: Tuesday, July 29 to Thursday, July 31 at St. Verena, Nashville
 - Texas: Saturday, June 28, 2025, at St. Mary & Archangel Michael, Houston

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 OCSM Chapter members are eligible to vote. The voting member must be an OCSM member for at least a semester to participate in the voting process. Non-OCSM 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.