



2013 JCCA-USA GENERAL ELECTIONS GUIDELINES

NOTE:

All applications are to be mailed in hard copy only to:

The JCCA-USA NEC Secretary, **24 Kern St, Collingdale, PA 19023**.
No application via email will be accepted by the Nominations and Elections Committee.

Each applicant is required to submit a letter of intent, and a passport size photo. Each candidate must provide his/her place of residence, branch membership, with a verifiable address with city, zip code and current telephone numbers and email address. No incomplete information will be accepted.

*Prepared by the
Nominations and
Elections Committee*

JCCA-USA NOMINATIONS AND ELECTIONS COMMITTEE

POLICIES AND PROCEDURES

JCCA-USANEC

ADDRESS

***Joint Christian Choir Association
Nominations and Elections Committee -- JCCANEC
24 Kern Street
Collingdale, PA 19023
Tel: 908/432-3817
June 10, 2013***

**JCCA-USA NBD
RESOLUTION**

[“We, members of the JCCA-USA National Board of Directors, now, therefore, have resolved as to wit:

- 1) That the National Annual Convention be held, as requested by the National Administration from June 27-30, and
- 2) That General Elections be held on Saturday, June 29, 2013”]; the JCCA Nominations and Elections Committee, in compliance with these mandates, wishes to announce Timetable for the 2013 general elections slated for June 29, 2013 and beginning of accepting applications from candidates wishing to contest for elected positions.

JCCA-USA NEC

ROLES AND RESPOSIBILITIES

The Nominations and Elections Committee is amenable to the National Board of Directors. The committee is responsible to receive names of candidates seeking positions for offices and shall meet for the purpose of discussing the strengths and weaknesses of each of the candidates for each of the offices; and then determine which candidate to slate for each office. Confidentiality is the necessary part of the committee.

Members of the committee are not barred from being nominated for positions.

After the committee has brought in the qualified candidates for each position, the presiding officer can call for nominations from the floor to give each member a chance to exercise his or her right to fully participate in the selection of the nominees. Each candidate may be given at least five minutes to speak.

General and local elections must be by ballot. It takes a majority vote to elect a person to an office.

TELLERS COMMITTEE

(AD HOC)

A committee of tellers shall be selected from among members of the assembly of the National Convention to be responsible to count the ballot. Only members whom the assembly considers to be honest, accurate, and dependable should be selected to count the ballot.

The tellers shall distribute, collect, and count the ballots and then report the counts.

DUTIES AND

RESPONSIBILITIES

The chairperson and members of the committee of tellers shall prepare and sign a report that shall be read to the assembly. The report shall include the

REQUIREMENTS AND QUALIFICATIONS

number of votes cast and the number of each candidate or side received, each listed separately. The chairperson of the tellers shall read the report and the presiding officer shall use the report to declare who is elected for each position.

To be nominated for an office in the association, a member must meet the following qualifications and other requirements in regard to education and age of the office that a member is seeking.

Member seeking national position must have served in a branch of the association for a period of two years and in good standing and must:

- i. demonstrate leadership skills*
- ii. be able to professionally represent the association*
- iii. be able to distinguish between major and minor issues*
- iv. be able to serve as role model within and outside of the association*
- v. be able and willing to work as team player*
- vi. have interpersonal and public communication skills*
- vii. be a born again Christian and have Bible knowledge*

NATIONAL PRESIDENT

A member contesting for the position of national president of the association must be a high school graduate or its equivalent and must meet the qualifications requirement as mentioned in the guideline. He/she must be at least the age of twenty-one and above and have been a member of a branch of the association for two years.

TERM DURATION

The national president shall be elected for a three-year term. He/she shall seek re-elections for the same office for not more than two consecutive terms but after a term interval.

If the office of the president is made vacant by removal, death or impeachment, resignation or inability to discharge the powers and duties of said office, the vice president shall replace him/her.

DUTIES AND RESPONSIBILITIES

The president shall chair the national executive committee meetings and appoint all heads of standing and special committees. All appointees shall serve at the pleasure of the president.

The president shall be responsible to:

- (a) Make periodic visit to all branches,*
- (b) Focus on the association major goals and objectives,*
- (c) Plan and organize,*
- (d) Make strategic decisions, and*
- (e) Submit biannual report to the national board of directors.*

**NATIONAL
VICE
PRESIDENT**

The national president shall enter into contracts and agreements in consultation with the general membership and with the approval of the national board of directors. The national president or his/her designee shall represent the association at all functions, ceremonies and occasions.

The vice president shall serve as head of the association in the absent of the president and shall meet the qualifications and requirement as of the president and serve the same term as of the president. He/she may seek elections for the office of national president after a three-year term.

Whenever the office of the vice president is made vacant by removal, death, resignation or inability to discharge the powers and duties of the said office, the general coordinator shall immediately act as vice president and, the national president shall within thirty working days nominate to the national board of directors a member of the association to serve as vice president.

Anyone seeking for the position of a national vice president must be a member of a branch for two years prior to seeking for the position. He/she must be a high school graduate or its equivalent and be at the age of twenty-one years or above.

**GENERAL
COORDINATOR**

The general coordinator shall coordinate the activities of the association, be the chief liaison officer serving between the local and national administrations. He/she shall be responsible for relief services. He/she shall meet the qualifications as of the national president and shall be at the age of eighteen years or above, a high school graduate or its equivalent

**GENERAL
SECRETARY**

The general secretary is the custodian of the association's records. He/she must meet the qualifications as of the president and be at the age of eighteen and above. He/she shall be responsible to take minutes and read those minutes, and be present at all assembly meetings and every function of the association. He/she must be a high graduate or its equivalent. The candidate for the position of general secretary must have been a member of a branch for two years prior to contesting for the position.

**NATIONAL
TREASURER**

The treasurer shall keep the association's money, be authorized to disburse payment of bills, and deposit money in the banking account of the association. He/she must keep accurate record of all receipts in the book of the association which shall be and will remain the property of the association. He/she shall submit financial reports to the National Executive Committee during every assembly meeting. The record of the treasurer shall be audited biannually and such audit report shall be submitted to the association via the national board of directors during general assembly meeting. He/she must have been a member of the association for two years and at the age of twenty-one and above to be eligible to contest for the position of a treasurer.

NATIONAL SIGNATORIES

Signatories to the association's account shall be the national president, chairperson of the national board of directors and the treasurer. Two signatories shall withdraw money from the Association's account.

NATIONAL FINANCIAL SECRETARY

The financial secretary shall meet the qualifications as of the president and shall be at the age of eighteen and above. He/she shall keep accurate record of financial transactions and issue receipts. He/she must have accountant background and knowledge of or experience in money management. He/she must be a high school graduate or its equivalent and must have been a member of a branch for two years prior to contesting for the position.

NATIONAL CHOIR DIRECTOR AND NATIONAL ASSISTANT DIRECTORS

The choir director has the sole authority to conduct the musical affairs of the association. He/she shall supervise and direct the activities of the choir during all occasions of the association. He/she is the head of the council of choir directors and must meet the qualification as of the president. He/she must have been a member of the association for two years prior to his/her contesting for the position. The choir director and the assistant choir director must be present at all occasions of the association which shall include and not limited to national and international conferences.

In the event that the association is invited to participate in religious occasions or programs, the choir director shall be the first to receive such communication from the national administration. In collaboration with the council of choir directors and its members, the choir director shall inform the national administration if the association will be prepared to participate in such an occasion or program.

The choir director and the assistant choir director shall visit every branch of the association twice annually. The directors shall decide on the plan of visitations.

NATIONAL ASSISTANT CHOIR DIRECTOR

The national assistant choir director shall act in the place of the choir director if he/she is not present, and must meet the qualifications as that of the president. In the event that the choir director is unable to perform such task as director of the choir, the assistant choir director shall replace him/her. He/she must be at the age of eighteen or above and must have been a member of a branch for two years prior to contesting for the position of a national assistant choir director.

NATIONAL CHAPLAIN

The national chaplain shall be the spiritual guidance of the administration. He/she shall have biblical knowledge and be present at all meetings. He/she must meet the qualifications of that of the president and be at the age of eighteen and above. He/she must have been of member of a branch for two years before contesting for the position of national chaplain.

***NATIONAL
POSITIONS TO BE
CONTESTED***

1. National President
2. National Vice President
3. National Secretary
4. National Coordinator
5. National Choir Director
6. National Assistant Choir Director
7. National Treasurer
8. National Financial Secretary
9. National Chaplain.

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Please see below - Timetable attached.*
Elections Timetable for the 2013 Elections:**

June 18, 2013

The Committee begins accepting applications for all National Vacant positions.

June 20, 2013

Deadline for receiving of Applications for all National Vacant Positions.

June 24, 2013

Deadline for the submission of all Branches' current membership listing and addresses to the Committee; and of distribution of voters' roll to the Board and the National Administration.

June 29, 2013

General Elections Day and Certification of winners.

Signed:

Miranda L. Campbell
Secretary
JCCA-USA Nominations and Elections Committee