



The Coordinators of Activities and Programming Events  
Southern New Hampshire University  
2500 North River Road-Manchester, NH 03106

## **Constitution**

### **Article I: Purpose**

#### **Section I: Mission Statement**

By working with other organizations, The Coordinators of Activities and Programming Events (CAPE) will address the changing needs of the Southern New Hampshire University campus community through intentional programming. It will strive to continuously improve the quality of student life at Southern New Hampshire University.

#### **Section II: Vision**

Our vision is to be recognized as a leading provider of social, recreational, educational, and cultural programming to enhance the student experience at Southern New Hampshire University.

#### **Section III: Values**

The values that drive the individuals of CAPE are:

- Inclusivity
- Education
- Collaboration
- Diversity
- Innovation

Each value must be incorporated in at least one event per semester.

## **Article II: Executive Board Officers**

### **Section I: Executive Board Member Requirements**

All executive board members are responsible for:

- Having at least three office hours a week
- Attending all executive board retreats
- Attending the Fall Leadership Conference and Spring Transition Summit
- Maintaining at least a cumulative 2.75 cumulative GPA
- Attending weekly executive board and general member meetings
- Attending one-on-one meetings with advisor(s) (weekly or bi-weekly)
- Regularly checking the CAPE email
- Encouraging inclusion and providing opportunities to committee members
- Maintaining an itemized budget and reconciling it with the Business Manager
- Developing and maintaining on and off campus relationships
- Posting events on 25Live
- Co-sponsoring with one new organization per semester
- Assist with the transition process with the president facilitating

### **Section II: President**

The President of CAPE is responsible for:

- Planning weekly executive board and general member meetings
- Coordinating guest speakers, training, and educational sessions for the general members through the academic year
- Maintaining consistent communication with executive board members
- Maintaining the member roster and constitution
- Communicating with general members by sending weekly email reminders
- Planning Welcome Back Weekend, Fall and Spring
- Working with the club's advisor(s) to plan the summer retreat and bonding events
- Coordinating CAPE attendance at the NACA Northeast Conference
- Overseeing the Excellence in Programming and awards submissions for the NACA Northeast Conference
- Designating someone for homecoming weekend events
- Facilitating the transition process

### **Section III: Vice President**

The Vice President is responsible for:

- Filling the President's role in the event the position is vacated during the year
- Preparing the Excellence in Programming and awards submissions for the NACA

#### Northeast Conference

- Planning and executing two major events a year (i.e. Major Concert, SNHUSock)
- Taking minutes in all executive board meetings and distributing them to the executive board members in a timely fashion
- \*Optional: Organizing and maintaining a committee of general members to assist in all aspects of publicizing the organization

#### **Section IV: Recruitment Chair**

The Recruitment Chair is responsible for:

- Creating the NACA School Swap competition table/submissions
- Plan and implement member recruitment and retention strategies
- Organize at least one program per week centered around member recruitment and club awareness
- Survey students as needed to determine needs and wants
- Organize periodic tabling events to promote the organization
- Oversee the creation of gifts for current members to encourage retention and engagement

#### **Section V: Publicity Chair**

The Publicity Chair is responsible for:

- Creating advertisements for CAPE events and frequently posting on Social Media
- Communicating with all executive board members to ensure all advertisements are planned at least five weeks in advance
- Creating the NACA School Swap and Graphics competition submissions
- Creating new and innovative advertising campaigns
- Coordinating Involvement Fair giveaways each semester
- Maintaining all office protocol and taking frequent inventory of office supplies
- Placing email messages in proper folders
- Maintaining the CAPE budget and assist the executive board in monitoring and reconciling their budgets
- \*Optional: Organizing and maintaining a committee of general members to assist in all aspects of publicizing the organization

#### **Section VI: Homebase Chair**

The Day Chair is responsible for:

- Planning 3 events a month during the Fall and Spring semesters except for planning 2 events during December and January
- Create programs that center around low cost, commitment, time, etc. (i.e. arts/crafts, trivia, karaoke, novelties, plant-a-plant)
- Organizing and maintaining a committee of general members to assist in all aspects of the planning process

## **Section VII: Entertainment Chair**

The Night Chair is responsible for:

- Planning 3 events a month during the Fall and Spring semesters except for planning 2 events during December and January
- Create high impact and/or higher dollar programming that utilizes vendors, agencies, artists, etc. that brings unique programming to campus (i.e. bands, hypnotists, comedians)
- Organizing and maintaining a committee of general members to assist in all aspects of the planning process

## **Section VIII: Trip Chair**

The Trip Chair is responsible for:

- Planning 2 trips a month during the fall and spring semesters
- Organizing and maintaining a committee of general members to assist in all aspects of the planning process

## **Section IX: Signature Events Chair**

The Signature Events Chair is responsible for:

- Overseeing the organization of weekly BINGO and monthly Big Money BINGO events
- Planning and executing the Fun Run each spring in collaboration with Spring Week
- Planning events for Winter Week and Spring Week in November/December and March/April, respectively
- Organizing and maintaining a committee of general members to assist in all aspects of the planning process

## **Article III: Executive Board Elections**

### **Section I: Chair Requirements**

- All officers must have served on CAPE for at least one full semester prior to holding office
- Executive board members must maintain a cumulative 2.75 grade point average and be in good social standing
- Any executive board member must be a full-time undergraduate/graduate day student at Southern New Hampshire University
- The term of office shall be the April following elections, and shall continue for one academic year
- Any person running for President must have been on the CAPE executive board for at least one year
- All officers must be able to serve the entire academic year (i.e. no persons student teaching, working/interning full time, graduating early, or studying abroad may run for the position without approval of the CAPE advisor(s).)

### **Section II: Election Process**

- All Executive board members have the option to vote in elections except for the President
- Nominations for all offices will start to take place two weeks before application is released
- All nominees are sent an application and a pre-election meeting prior to Election Day
- Applicants are encouraged to meet with the executive board members who are currently in the positions they are running for and encouraged to attend an executive board meeting
- In order to be an executive board candidate, all interested members must complete an application, have attended 75% of meetings, and return it to the President by the given due date
- Candidates are not allowed to change any aspect of their application, including ranks of positions desired after their application is submitted
- Candidates can revoke an application after submitting
- Elections shall take place prior to in the two weeks following spring break recess to allow a transition period between executive boards
- Speeches from all nominated candidates will take place on the night of voting
- All CAPE members who have attended 60% of general member meetings in the semester where elections are held (excluding Election Day) will be eligible to vote
- CAPE members must be present on election day in order to vote

### **Section III: Balloting Procedures and Counting**

- Voting will be held in a trickle-down voting process to ensure that general members of the organization have the most power in the voting process.
  - The candidate(s) running for position of President will be the first to give speeches and then the position will be voted on. The candidate with the most votes will then be announced as President for the next academic year.
  - The candidate(s) running for the position of Vice President will give their speeches after the President for the next academic year is announced. Votes will then be collected and tallied from CAPE members and the candidate with the most votes will then be announced as Vice President for the next academic year
  - This process of candidates giving speeches, collecting and counting the votes, and announcing the candidate who receives the most votes will continue with those running for the rest of the positions on the executive board. The order of the remaining positions will be determined by the number of candidates running for the positions, allowing the positions with the most candidates to be elected first, balanced with the order of interest given by the candidates. This order will be determined by the current President of the organization with the guidance of the CAPE advisor(s)
- A private ballot will be counted in the presence of the advisor(s) and the President
- In the event of a tie, the President shall cast the deciding vote
- In case the President is a candidate for election, the advisor(s) will appoint a representative to count and help determine the order of voting on the ballot

### **Section IV: Filling a Vacant Position**

- In the event there are not enough interested candidates to fill all the positions, an individual planning on studying abroad, student teaching, graduating early, or working full time may hold office for one semester
- Attendance requirements will also be waived
- Nominations shall take place the second week after a position becomes vacant, excluding the filling of the president position
- Speeches and elections shall take place the third week after a position becomes vacant

### **Section V: Removal Procedures**

- CAPE executive board members and the advisor(s) have the power to remove any selected or elected executive board member if they have broken the CAPE contract
- Such proceedings are to be incurred only in the instances of negligence and/or inexcusable attendance

- Executive board member concerns from general members need to be addressed to the President
- If a concern is voiced against the President, general members must address the Vice President
- *The proceedings will include the executive board and advisor(s) and will be as followed:*
- To bring charges before the organization of negligence and/or inexcusable attendance such charges should be initiated by a member of CAPE. A candidate for removal of office must be notified one week in advance
- A 2/3 vote determined by the executive board will result in the removal of the CAPE member whose negligence and/or inexcusable attendance has been investigated. At least  $\frac{3}{4}$  of CAPE's executive board must be present for the vote to take place. The member being voted on has no voting rights in this issue nor is that person counted as  $\frac{3}{4}$  of the council members present

## **Section VI: Resignation**

In order to resign from the executive board the member must:

- Present their written resignation to the advisor(s), President, and Vice-President 2 weeks before vacating the position
- If they would like, they could make a formal announcement during an executive board meeting or a general member meeting
- Those resigning may potentially lose opportunity to serve on Executive board again dependent on the situation evaluated by the advisors

## **Article V: Membership**

Membership is granted to any undergraduate or graduate student provided they meet the following criteria:

- They must maintain a minimum cumulative GPA of 2.0 for undergrads; 3.0 for grad students
- They must pay the Student Activities Fee which is set forth by the Office of Student Involvement
- Members are expected to plan, organize, promote, and execute functions and activities

## **Article VI: Meetings**

- CAPE will hold weekly executive board and general member meetings
- The organization will determine an executive board meeting time and day at the beginning of the academic year

## **Article VII: Budget**

The Student Government Association will fund CAPE. CAPE remains autonomous and is solely responsible for all programming decisions

## **Article VIII: Amendments**

Amendments to this constitution of CAPE must be passed by a 2/3 majority vote by the executive board. Amendments are effective upon the executive board's discretion

## **Article IX: Advisor(s) Responsibilities**

A representative(s) from the Office of Student Involvement will serve as the CAPE advisor(s). The advisor(s) role in CAPE is:

- Providing one-to-one meetings with committee chairs and student programmers
- Attending weekly executive board meetings
- Attending weekly general member meetings
- Attending events that require additional support and guidance
- Assisting with planning the executive board retreat(s)
- Attending the NACA conference(s)
- Providing resources and education related to campus programming and group development

\*Updated May 2022