

**State University of New York**  
**COLLEGE UNION AND CAMPUS ACTIVITIES PROFESSIONALS (CUCAP)**  
**Statement of Purpose**

State University of New York College Union and Campus Activities directors and professional personnel have met during the past few years to share and exchange information, experience, goals and objectives. In October 1987 the group again assembled, and two items on the agenda were to discuss the MACC report and the formation of a recognized professional organization.

As professional in SUNY working in College Unions and in Campus Activities, we believe we serve as a critical group of advocates for campus life and student development programs. Each of us represents varied and diverse facets of programs and services at our local institution. Collectively, our range of responsibilities is very diverse and such duties include: student development and leadership programs; activities and programming boards; advising; training; administration and management; traditional campus events; student activity fee oversight; fraternities and sororities; student government; student media; leisure and recreation program center facility operations; etc.

In the effort to best serve our constituencies, it is explicit that each of us be informed, dedicated, purposeful, knowledgeable and current in campus life programs, issues, facilities, theory, and activities. All methods of promotion and encouraging such is desirable.

To this end, a statewide Union and Activities organization is fully supported by SUNY College Union and Campus Activities Professionals (CUCAP). The purpose of this association shall be to: 1) provide a voice for our campus life professionals concerning, but not limited to, statewide issues, mandates, policies, etc; 2) offer campus professionals networking opportunities; 3) serve as the recognized state forum for the formal exchange of pertinent information; and, 4) provide and promote professional development experiences and growth.

While there are numerous professional organizations\* which specifically address philosophy, standards, and provide development and employment opportunities in this field, there is no other formal network or forum for union and activities professionals within the State University. This association will therefore provide the professional mechanism for dialogue of its members and will ultimately serve as an active resource for the University, as more specifically outlined in the constitution.

\*Association of College Unions - International, Council for Advancement of Standards and Guidelines for Student Services/Development Programs, National Association for Campus Activities.

**State University of New York  
College Union and Campus Activities Professionals**

**CONSTITUTION  
Revised June 1990; May 2018; June 2021**

**ARTICLE I- NAME**

The name of this organization shall be the State University of New York College Union and Campus Activities Professionals (CUCAP).

**ARTICLE II- PURPOSE**

The purpose of the association is to serve professionals at SUNY institutions working in the field of Student Unions, Activities and/or Student Life by providing professional development, networking opportunities, benchmarking, as well as communication channels with SUNY System Administration and each other.

**ARTICLE III- MEMBERSHIP**

Association membership shall be on an individual basis open to all SUNY College Union, Campus Activities, and Student Life professional personnel.

**ARTICLE IV-DUES**

Dues shall be recommended and approved by two-thirds the Executive Board. Payment of any such dues shall be paid annually to be considered a member in good standing of the organization. The membership year shall be defined as August 1 to July 31.

**ARTICLE V- VOTING**

Section I: Each member shall be entitled to vote as an individual within the organization.

Section II: There shall be no provision for voting by proxy.

**ARTICLE VI- EXECUTIVE BOARD AND DUTIES**

The order of succession for the President position shall be determined by the order of the Executive Board as written below.

Section I: President

- Must attend all meetings
- Preside at all organizational meetings
- Serve as chairperson of the Executive Board
- Administer the business of the organization
- Exercise authority given the position in the organization By-Laws
- Serve as a voting member of the Executive Board in cases of deadlock

## Section II: Vice President of Membership and Treasurer

- Must attend all meetings, unless excused by the President
- Chair the Membership Recruitment and Retention Committee
- Gather the names of all actual and potential members of the organization in SUNY
- Recruit potential members to join the association
- Publish a directory of the membership and maintain SUNY CUCAP listserv
- Collect membership fees and dues
- Assume charge of all funds and deposit such funds in an appropriate repository approved by the Executive Board
- Disburse funds as approved by the Board
- Provide a detailed accounting of all revenues and expense and render a detailed report to the Executive Board
- Keep an accurate account of all transactions
- Present an updated financial statement to the membership at the annual meeting.
- Serve as a voting member of the Executive Board

## Section III: Vice President of Education and Professional Development

- Must attend all meetings, unless excused by the President
- Chair the Education and Professional Development Committee
- Find host and plan educational and professional development opportunities
- Find professional development opportunities which may include webinars, conferences, drive-ins, etc.
- Serve as a voting member of the Executive Board

## Section IV: Vice President of Collaboration

- Must attend all meetings, unless excused by the President
- Serve as a voting member of the Executive Board
- Chair the Collaboration Events Committee
- Maintain contact with potential partners for events within SUNY
- Form and lead small committees, providing training and support as needed
- Serve as point person for vendor contract during contract negotiations
- Develop a budget and marketing strategy for collaboration events
- Conduct an annual evaluation to help determine needed improvements to enhance event participant experience

## Section VI: Secretary

- Must attend all meetings, unless excused by the President
- Chair the Communications Committee
- Shall solicit, receive and publish pertinent news, articles and information affecting the organization and profession
- Responsible for all appropriate organization correspondence
- Notify members of Executive Board and organization meetings
- Record and distribute minutes of meetings to the membership
- Maintain an accurate record of organizational supplies
- Serve as a voting member of the Executive Board

Section VI: Members-at-Large

- They shall comprise one representative from each of the following type of institutions, except Community Colleges, which shall be represented by two Members-at-Large:
  - Professional/Statutory/Specialized Colleges
  - Colleges of Technology
  - Colleges of Arts and Sciences
  - University Centers
  - Community Colleges (2)
- Must attend all meetings, unless excused by the President
- Must serve on at least one committee
- Serve as a voting member of the Executive Board
- Represent the various campuses throughout the state

Section VII: Ex-officio SUNY Representative

- Serves as a non-voting member of the Executive Board
- Must provide SUNY updates and relevant information pertaining to College Union and Campus Activities Professionals.

**ARTICLE VII- ELECTION OF OFFICERS**

Eligibility: Individuals must be current members of the association.

Section I: The organization shall assemble twice during the academic year and once in the summer. The latter meeting will be designated the organization's annual meeting in which election and other related official business shall be conducted. In the event of no summer meeting, elections shall be conducted through an electronic ballot.

Section II: The Vice President of Membership, Vice President of Education and Professional Development, Secretary, Treasurer, and the six Members-at-Large will be elected to one-year terms by the active membership.

Section III: Elected officers shall assume their position before the fall meeting, or August 1, whichever comes first.

Section IV: No person shall hold the same leadership role for more than 3 consecutive terms, or 3 calendar years, whichever comes first.

Section VI: Any mid-term vacancies shall be filled at the discretion of the executive board by majority vote.

**ARTICLE VIII - REMOVAL OF OFFICERS**

Section I: Any member of the Executive Board can receive, accept a written complaint from any member of the organization, and must submit that to the executive board.

Section II: Any member of the Executive Board can provide the President with a written complaint about a Board member who is not fulfilling their duties. If the President finds merit in the accusation, the

President will have the right to call for and chair a formal meeting to bring the concern to the Executive Board for consideration of removal.

Section III: If the President is called into question, the Board will provide the Vice President of Membership with a written complaint. If the Vice President of Membership finds merit in the accusation, the Vice President of Membership will have the right to call for and chair a formal meeting to bring the concern to the Executive Board for consideration of removal.

Section IV: A Board member missing two consecutive meetings without notice may be dismissed from his/her elected duties by a majority vote of the remainder of the Executive Board. Any executive board member with excessive absences, either excused or unexcused, may be dismissed from his/her elected duties by a majority vote of the remainder of the Executive Board..

### **ARTICLE IX- MEETINGS**

Section I: The organization shall assemble, at least, twice during the academic year for a one day meeting and once in the month of June for a 2-day conference. The June conference will be designated the organization's annual meeting in which elections and other related official business shall be conducted.

Section II: Meeting locations shall vary to provide the membership with diversity of place and institution.

Section III: Organization business shall be conducted according to Robert's Rules of Order. Organization by laws, if existing, shall take precedence, if inconsistencies in meeting occur. A Parliamentarian, appointed by the President and selected by majority vote of the Executive Board, shall resolve any such questions of order.

Section IV: Quorum, for business matters, shall consist of one third of the membership present at the meeting.

### **ARTICLE X- COMMITTEES**

Section I: Standing committees, as established in Article VI, shall be chaired by the Executive Board position it is assigned under. Membership of standing committees shall be the chairperson, two members-at-large of the Executive Board, and up to five additional seats for the general membership. The standing committees are as follows:

- Membership, Recruitment, and Retention Committee
- Education and Professional Development Committee
- Communication Committee

Section II: Between the annual summer meeting and the fall meeting, the Executive Board-Elect shall promote, recruit, and select the five seats available to the general membership for each of the standing committees.

Section III: Standing Committee membership shall be for a period of one year, with reappointment as an option. Members shall assume their position at the fall meeting, or October 1, whichever comes first.

Section IV: Special committees may be created, for a designated period of time, by a majority vote of the Executive

Board. The chairperson of each special committee shall be appointed by the President with the majority vote of the Executive Board. Special committee membership requirements shall be determined by vote of Executive Board upon their creation.

Section V: All committees shall submit written reports to the Executive Board for the annual meeting.

**ARTICLE XI- AMENDMENTS**

The Executive Board may initiate amendments to the Constitution and By-Laws. Amendments may also be proposed to the Executive Board by any member of the organization. The proposed amendment may be approved by a simple majority vote of the Executive Board. If proposed amendments are not approved, the reason for its action shall be reported to the membership within seven days of the vote.

Upon approval from the Executive Board, it will then be presented to membership for approval in either of the following two methods.

1. By a three-quarter majority of the eligible voters in attendance at the annual meeting. A quorum of fifty percent of membership in attendance is required to hold a vote.
2. (2) The membership may be polled by electronic ballot. Three-quarters majority of the votes returned shall be required for passage provided at least fifty-percent of the membership participates.