

# **Council Acknowledgment of Participation and Achievements (CAPA) Contest Rules 2016-2017**

1. Houston City Council will sponsor a Council Acknowledgment of Participation and Achievements (CAPA) contest for all chapters desiring to enter. The contest dates are April 1 through March 31. **Entries must be postmarked or delivered to the Chairman no later than the April City Council meeting. NO ENTRIES IN ANY CATEGORY WILL BE ACCEPTED AFTER LEAVING THE MEETING.**
2. Chapters may enter any or all of the following contests:
  - Council Participation
  - Chapter Participation
  - Best Program Presentation
  - Best Service Project
  - Best Social Event
  - Best Ways & Means Project or Event
3. Entries in the last four contests will be scored on a scale of 1 to 10 with 1 being the lowest and 10 being the highest by secret ballot on the following characteristics:
  - Originality
  - Creativity
  - Development-use of the Annual Theme (where applicable)
  - Entertaining/Purpose
  - Overall neatness of entry
4. Descriptions included with the form of the “Best of” contests will have not more than one 8.5x11 double spaced typed page (6 lines per inch and 10 characters per inch). The back of the form is recommended.
5. A chapter voted into Houston City Council before April 1 will be eligible for the CAPA contest. Chapters voted into Houston City Council start counting points from the day the vote passes. No points may be taken for any event for any member before this date. There will not be any prorating for a partial year of activity in Council.
6. Members in an established Houston chapter becoming new members in the aforementioned new chapter are counted on the point system for the established chapter’s form ONLY AS LONG AS THEIR NAME APPEARS ON THEIR CHAPTER’S ROLL. The established chapter and the new chapter MUST indicate this date on their CAPA form. A member may not be active on the rolls of two chapters at the same time.

7. Chapters not having paid ALL Council dues and/or outstanding bills by the March City Council meeting will automatically be disqualified from the CAPA contest.
8. In compliance with International Charter requirements, a Friendly Venture chapter of Nu Phi Mu or Ritual of Jewels Degree or a chapter formed around transferee's MUST contain TEN (10) members to qualify for the Houston City Council CAPA points in the Chapter Participation Contest Section 3 (c). (To clarify any friendly venture chapter not chartered without 10 members of any degree may not participate).
9. Guests of a chapter at Council Functions DO NOT count in the attendance percentage points of its members. This means roll listed members only.
10. In figuring points for percentages, please refer to the following "Percentage Table". If a percentage falls between two points, use the higher figure only if it is more than halfway. Use the lower figure if it is less than half-way (i.e., 54% would go to 55%, while 51% would go to 50%).

**Percentage Table (use to figure all)**

%	0-14	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	93	96	99	100
Pts	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

11. If a member transfers or progresses to another Houston City Council chapter and the allocation of her earned City Council Participation points for CAPA contest cannot be determined, the chapter involved should contact the CAPA committee for resolutions with the Executive Board approval.
12. If your chapter has an advisor who is a member of another Houston City Council chapter, we request that you advise this committee in writing so we might have a reference at the time of grading CAPA entries.
13. All inquiries concerning this contest MUST be referred to the Chairman or Co-Chairman. THIS DECISION, WITH GUIDENCE OF THE EXECUTIVE BOARD, SHALL BE FINAL.
14. The winners will be recognized in accordance with City Council Standing Rule Number 12.
15. If there are any changes in points turned in by the chapters, for any reason (such as mathematical errors), the chapters(s) involved will be notified by the CAPA committee prior to Founder's Day.
16. All Chairmen of all committees and sub-committees should keep an accurate record of all of the workers on their committee and submit this list to the CAPA Chairman as soon as possible after their event is over. We would like to suggest that a sign-in sheet be available when at the initial committee meeting and add to it as needed.