

Multicultural Greek Council Officer 2020 Election Information

IMPORTANT DATES

Monday, Oct. 7, 2019

Applications are live on the OFSL website: <http://fsl.colostate.edu/council-application>

Friday, Nov. 1, 2019 by midnight

Applications for the Multicultural Greek Council Officer positions are due (late applications will not be accepted).

Monday, Nov. 11, 2019 at 4:30 p.m.

Elections for the 2020 Multicultural Greek Council will be held in Engineering 100. Elections are mandatory; each chapter must have someone run for a position.

Friday, Nov. 15, 2019 at 3 p.m.

Executive board meeting in LSC 144 that will serve as the first official part of transitions for the incoming 2020 executive board.

Monday, Nov. 18, 2020 at 4:30 p.m.

Final MGC Delegates meeting of the fall 2019 semester will be held in LSC 300. It is recommended that the incoming 2020 executive board attend this meeting, if able.

Tuesday, Dec. 10, 2019 at 5:30 p.m.

Council Officer Installation Ceremony in which the 2019 executive board installs the incoming 2020 executive board.

ELIGIBILITY TO RUN

You must meet all of the following requirements to be eligible to run for office:

1. Must be a full time of Colorado State University
2. Must have and maintain a cumulative GPA of 2.75
3. Must maintain active/good standing with their respective affiliate organization
4. Must maintain the qualifications listed above and the responsibilities listed below in "Elected Officers and Duties"
5. An executive officer shall not hold comparable office or the position of presidency of their chapter during their MGC Executive term
6. Officers shall serve Jan.-Dec. of the following year
7. Officers are required to attend all Executive Board Meetings
8. Officers are required to attend all Delegate Meetings

POSITIONS AVAILABLE

1. President
2. Executive Vice President
3. Vice President of Judicial Affairs
4. Vice President of Risk Management
5. Vice President of Scholarship
6. Vice President of Council Development
7. Vice President of Council Events
8. Vice President of Public Relations

ELECTION INFORMATION

All candidates are required to give a speech on the day of elections, not exceeding five minutes, detailing their reasons for seeking office and their qualifications.

If you have any questions or concerns, please contact:

Shaill Vasavada, Current MGC Co-advisor, shaill.vasavada@colostate.edu

Amanda Taylor, Current MGC Co-advisor, Amanda.taylor@colostate.edu

OFFICER POSITION DESCRIPTIONS

A. President

- i. Preside at all MGC meetings
- ii. Has the authority to call a special/emergency meeting when deemed necessary with a 48 hour notice
- iii. Ensure constitution and bylaws are being followed
- iv. Serve as MGC representative at pertinent functions
- v. Serve as the main communication link between chapters, Fraternity and Sorority Life, Colorado State University, and any external forces
- vi. Remain neutral and maintain the best interests of MGC
- vii. Council president only votes in instances of a tie
- viii. Oversee all expenditures managed by the Executive Vice President
- ix. Meet weekly with MGC advisor(s)
- x. Schedule recurring one-on-one meetings with the MGC Executive Board
- xi. Offer support to officers when needed
- xii. Plans retreats alongside the Vice President of Council Events
 - a. The Summit (Fall semester)
 - b. Delegate Training (Fall and Spring)
 - c. Executive Board (Fall and Spring)
- xiii. Facilitate the setting of goals and expectations for the Executive Board
- xiv. Preside over application and election process
- xv. Responsible for successful transitions between outgoing and incoming Executive Board officers
- xvi. Initiate a friendly and collaborative relationship with the other councils
- xvii. Other duties as assigned by the advisor(s)

B. Executive Vice President

- i. ADMINISTRATION
 - a. Runs meetings in absence of President in this case shall adhere to all responsibilities stated in Article III, Section 6A
 - b. Creates agenda and records minutes for MGC Delegate Meetings and MGC Executive Board Meetings
 - c. Distributes agendas 72 hours prior to MGC Delegate and MGC Executive Board Meetings
 - d. Distributes minutes within 24 hours of the conclusion of MGC Delegate Meetings and MGC Executive Board Meetings
 - e. Keeps record of attendance and voting at meetings and at council sponsored events
 - f. Responsible for overseeing expansion as presented in Article II
 - g. Meet with interest groups within two (2) weeks of submitting letter of interests, to review associate group guidelines, due dates, and any other requirements
 - h. Serve as MGC representative at administration/finance/fundraising-related events, meetings, workshops, and/or trainings

- i. Other duties as assigned by the advisor(s) and/or president
- ii. FINANCES
 - a. Maintains and updates a budget for MGC on a monthly basis
 - b. Provides the budget to each MGC Executive Board position on a monthly basis at first meeting of the month
 - c. Deposit all funds received into the Council's bank account
 - d. Maintain all records pertaining to MGC finance
 - e. Distributes invoices for MGC dues and fines
 - f. Collects MGC dues and fines
 - g. The council shall reimburse the expenses of an officer or member who is representing the council or conducting official council business provided that the officer or member has received approval from the President and Executive Vice President prior to that expenditure. Original receipts, funds request form, and an approved budget must be provided for an officer or member to be reimbursed
- iii. FUNDRAISING
 - a. Responsible for the planning and completion of fundraisers that will directly benefit the council
 - 1. Plans at least one (1) council-wide fundraising event per semester

C. Vice President of Scholarship

- i. Keep monthly communication with scholarship chairs of MGC organizations throughout the semester
- ii. Meet with all organizations as outlined in Article IIX
- iii. Collaborate with the IFC and PHA counterparts to implement the Scholarship Officer Workshop Series
- iv. Work alongside the MGC advisor(s) to assess and guide the academic progress of all member organizations within MGC
- v. Enforce the tier system as outlined in Article VII Section 1
- vi. Present the MGC plaque to the chapter with the highest semester GPA
- vii. Serve as an FSL ambassador
- viii. Other duties as assigned by the advisor(s) and/or president

D. Vice President of Judicial Affairs

- i. Implement the Fraternity and Sorority Life Joint Policy on Risk Management
- ii. Collaborate with their IFC and PHA counterparts to implement the Accountability Officer Workshop Series
- iii. Abides by all duties and responsibilities in Article VII when the President and/or Executive Vice President direct further action
- iv. Must be present at all judicial board hearings
- v. Serve on the Joint Judicial Board (JJB)
 - a. Serve as the chairperson for MGC chapters for JJB Hearings
 - b. Attend weekly meetings with the JJB executive team
 - c. Attend weekly Joint Judicial Board meetings
- vi. Serve on the All-University Hearing Board (AUHB) when cases involving an MGC organization are being heard
- vii. Conduct judicial board trainings to each newly elected judicial board member at the beginning of the spring semester
- viii. In the event the Vice President of Judicial Affairs cannot attend a hearing, the MGC President will reside in their place
- ix. Serve as MGC representative at judicial affairs/accountability-related events, meetings, workshops, and/or trainings
- x. Other duties as assigned by advisor(s) and/or president

E. Vice President of Risk Management

- i. Implement the Fraternity and Sorority Life Joint Policy on Risk Management

- ii. Collaborate with the IFC and PHA counterparts to implement the Risk Officer Workshop Series
- iii. Shall attend weekly risk management meetings
- iv. Shall serve on the Harm Reduction & Risk Management Workgroup
- v. Manage all Event Registration Forms submitted to MGC
- vi. May update the Fraternity and Sorority Life Joint Policy on Risk Management with the support and approval of the Risk Task Force
- vii. Serve as MGC representative at risk management-related events, meetings, workshops, and/or trainings
- viii. Serve as MGC representative for National Hazing Prevention Week (NHPW)
- ix. Serve as a resource for MGC organizations
- x. Other duties as assigned by the advisor(s) and/or president

F. Vice President of Council Development

- i. Facilitate participation in university sponsored events (CSUnity and Fall Clean Up)
- ii. Connects chapters with resources for community service
- iii. Collaborate with the IFC and PHA counterparts to implement the New Member Education Officer Workshop Series
- iv. Serve as an FSL ambassador
- v. Hold a retreat for the newest active MGC members each semester
- vi. Other duties as assigned by the advisor(s) and/or president

G. Vice President of Council Events

- i. Responsible for reserving rooms for MGC Executive Board events, meetings, and retreats
- ii. Serve as MGC representative at council event-related events, meetings, workshops, and/or trainings
- iii. Serve as a liaison between the Lory Student Center, Registrar's Office, Rec Center Facilities, and the FSL Programming Board
- iv. Collaborate with the IFC and PHA counterparts to implement the Community Service & Philanthropy Officer Workshop Series
- v. Other duties as assigned by advisor(s) and president
- vi. There will be an MGC Kick-Off event at the beginning of each semester
 - a. At the MGC Kick-Off event the chapter with the highest semester GPA from the previous semester will be acknowledged, members with 3.0 G.P.A. from the previous semester will also be acknowledged, and graduates of the academic year will be acknowledged
 - b. This event will be planned and executed by the Vice President of Council Events
 - 1. This event will be mandatory, 75% of chapters' active dues paying members will need to be in attendance. If the quota is not met there will be a \$25.00 fine assessed to the respective chapter
- vii. Vice President of Council Events is also responsible for planning and executing the MGC Summit which will take place at the beginning of the school year
 - a. This event will be mandatory, 75% of the chapters' active dues paying members will need to be in attendance. If the quota is not met there will be a \$25.00 fine assessed to the respective chapter

H. Vice President of Public Relations

- i. Collaborate with IFC and PHA counterparts to implement the External Relations Officer Workshop Series
- ii. Make sure MGC is positively represented within Fraternity and Sorority Life and on the Colorado State University campus
- iii. Manage and maintain MGC social media accounts
- iv. Create advertisements for MGC Events
- v. Create MGC external relations plan

- vi. Serve as MGC representative at public relations-related events, meetings, workshops, and/or trainings
- vii. Serve as an FSL Ambassador
- viii. Other duties as assigned by advisor(s) and president