

# Interfraternity Executive Council Officer 2020 Election Information

## IMPORTANT DATES

**Friday, September 27, 2019:**

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

**Friday, October 18, 2019 by 12pm**

Applications for the Interfraternity Council Officer Positions are due. (late applications will not be accepted)

**Sunday, October 20, 2019 from 9am – 8pm (*Tentative*):**

30-minute interviews for the Interfraternity Executive Council Officer Positions will be held in the OFSL Conference Room (LSC 142). Interviews will be scheduled on a first come first serve basis, after applicants are confirmed eligible.

**Monday, October 21, 2019: (Or Monday, October 28, 2019 if additional interviews need to be scheduled)**

Slate is announced and copies of applications are provided to the chapter representatives at the Interfraternity Council Meeting.

**Monday, October 28, 2019: (Or Monday, November 4, 2019 if additional interviews need to be scheduled)**

Slated Candidates will be voted on at the Interfraternity Council General Assembly Meeting.

**Monday, November 18, 2019 at 5pm:**

Final General Assembly Meeting of the semester in the ASCU Senate Chambers.

## ELIGIBILITY TO RUN

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

1. You shall apply to serve on the EC via the common council application on the FSL website.
2. You shall be interviewed by the IFC slating committee.
3. You shall be a full-time student during each semester in office unless fewer credits are required for graduation.
4. You shall not be on scholastic or disciplinary probation with the university.
5. You shall have and maintain a minimum overall cumulative GPA of 2.5.
6. You shall be a dues paying member of his chapter.
7. You shall be in good standing with his chapter;
8. You shall fulfill the job specifications of his office to the expectation of the EC and the GA.
9. You shall not hold a comparable office or the position of presidency in his chapter concurrently during his term on the EC.
10. You shall be required to attend all IFC and EC meetings, more than three unexcused absences from either body and he shall be subject to inquiry, evaluation and removal from the Executive Council.
11. You shall be required to attend any and all Fraternity and Sorority Life retreat/training programs.
12. You must have completed at least 30 hours from Colorado State University or any other institution of higher learning by the time of election.
13. You shall do all in his power to not schedule class or any other obligation during Executive Council and General Assembly meeting times.

### Eligibility Exemptions

Should an applicant for or member of the EC require an eligibility exemption he must submit his exemption request in writing to the IFC President and IFC Advisor.

## POSITIONS AVAILABLE

1. President
2. Executive Vice President
3. Director of Finance & Parliamentarian
4. Vice President of Judicial Affairs
5. Vice President of Risk Management
6. Vice President of Recruitment
7. Director of Recruitment
8. Vice President of Scholarship
9. Vice President of Membership Development
10. Vice President of Community Service & Philanthropy
11. Vice President of Public Relations

## ELECTION INFORMATION

All Applicants shall prepare a speech that highlights their interest in the position, their previous experience, skills as they relate to the position, and their unique goals and vision for the position. The speech will be limited to two (2) minutes, with an additional two (2) minutes for questions from chapter delegates. Each person will also be allowed to have two others speak on their behalf for up to two (2) minutes each. The chapter delegates will vote by secret ballot.

**If you have any questions or concerns, please contact:**

Grant Zimmerman, Current IFC President, [ifccsupresident@gmail.com](mailto:ifccsupresident@gmail.com)

Natalie Padrón, Current IFC Advisor, [natalie.padron@colostate.edu](mailto:natalie.padron@colostate.edu)

## OFFICER POSITION DESCRIPTIONS

### Article VI. Executive Officers

- (a) All Executive Council officers shall maintain a complete and current file that includes a copy of the current Colorado State University IFC Constitution and Bylaws, IFC budget, correspondence for the past year, and all other information pertinent to the position.
- b) Only three members from each chapter may serve on the EC at one time.
- c) All Executive Council officers shall attend the IFC retreats organized by FSL. Failure to attend these retreats is cause for removal from office.
- d) All Executive Council officers shall hold two (2) office hours per week, a meeting with the IFC advisor as needed, and all Vice President's shall meet with the IFC President as needed.
- e) All Executive Council officers shall maintain either a notebook or Dropbox file with all relevant materials concerning their position. At the end of their term the officer must surrender this information to his successor.
- f) All Executive Council officers must successfully complete all requirements set out for him in the position's contract and the timeline created at the IFC executive board leadership retreat. The officer in question, the executive officer that he serves under, the president, and the officer's advisor, prior to the second meeting of each semester, must sign both the contract and the timeline that will outline basic duties and responsibilities of the officer. Failure to successfully complete the terms set forth in the contract and timeline may result in a removal from office.
- g) Furthermore, it shall be the responsibility of all Executive Council officers to maintain and uphold the Colorado State University IFC Constitution and Bylaws. It shall be the responsibility of officers to inform and educate, through written, verbal, electronic, or any other means, individual chapter members of

behavior or actions that are not in accordance with the Colorado State University, IFC Constitution, and/or the chapters inter/national policy. The behavior or actions may occur in any of the following stages:

- a. Preliminary- discussion of action or behavior
- b. Secondary- action or behavior in progress
- c. Final- action or behavior which has already occurred.
- d. Failure to do so will result in a Judicial Board inquiry and/or a hearing to be held by a committee made up of the President, Vice President of Judicial Affairs, Vice President of Risk Management, and the IFC Advisor.

Article VIII. Duties of the officers are as follows

### **Section 8.01 President**

- (a) Responsible for coordinating and working with officers in all aspects of council management.
- (b) Act as the spokesman for all IFC fraternities at CSU.
- (c) Responsible for running both Executive Council meetings and Interfraternity Council General Assembly meetings.
- (d) Ability to create, appoint, and oversee any special committees that involve the Fraternity and Sorority community at CSU.
- (e) Option to appoint additional officers
- (f) This appointee shall be non-voting and shall not be an existing member of the IFC.
- (g) Responsible for setting up and presiding over meetings of the Executive Council.
- (h) Make sure that all other executive council members are fulfilling their job requirements.
- (i) Make sure that all cabinet members are fulfilling their job requirements.
- (j) Ability to appoint a "slate chair" to assist in elections.
- (k) Assist with the transition between IFC officers both when coming into the position and when leaving the position. This is best done by hosting and facilitating an officer retreat—this can be done in collaboration with the Vice President of Membership Development.
- (l) Must coordinate joint efforts with the appropriate council representatives from the other councils.
- (m) Must be able to attend the Presidents' Forum, currently on Fridays from 3:30 PM to 5:00 PM.
- (n) Maintain and update the Five-Year Plan of the Interfraternity Council.

### **Section 8.02 Executive Vice-President**

- (a) Serve as acting President in all capacities in the absence of the President.
- (b) Responsible for the communication and organizational aspects within the council.
- (c) Invoicing, collecting, and depositing funds owed to IFC. This would include:
  - 1) Semester dues
  - 2) Money owed by chapters for University services used throughout the IFC account
  - 3) Shared expenses with Panhellenic and other groups
  - 4) New member fees
  - 5) Other fees, fines and bills levied by the GA
- (d) Present to the GA a full Proposed Budget at the beginning of each term and a full Budget Spending Report at the end of each term. Recommendations for future fund allocations may be made during the fall spending report.
- (e) Responsible for drawing up a yearly budget and presenting it to the IFC General Assembly for their approval.
- (f) Balance and Maintenance of all the books and financial records for IFC.
- (g) Oversees IFC executive internal affairs. This would include:
  - 1) Responsibility for promoting impartiality and council officer accountability
  - 2) Responsible for holding council to bylaws
- (h) Meet bi-weekly with his IFC advisor.
- (i) Follow all duties as outlined by the Financial Policy.

## **Director of Finance & Parliamentarian**

- (a) Create agendas and take minutes at all Executive Council meetings and Interfraternity Council meetings.
- (b) Responsible for maintaining the IFC minutes and distributing them to all IFC Chapter Presidents, IFC Chapter Delegates, IFC Executive Officers, and Council Presidents within 24 hours of the meeting.
- (c) Assisting with Invoicing, collecting, and depositing funds owed to IFC.
- (d) Responsible for assisting in the creation of a yearly budget and presenting it to the IFC General Assembly for their approval.
- (e) Assisting with the balance and maintenance all the books and financial records for IFC.
- (f) Meet bi-weekly with his IFC advisor.
- (g) Follow all duties as outlined by the Financial Policy.

## **Section 8.03 Vice-President of Judicial Affairs**

- (a) Responsible for all initial judicial procedures.
- (b) Attending all meetings of the Associated Students of Colorado State University Judicial Board and/or All University Hearing Board.
- (c) Become knowledgeable and comfortable with risk management policies of IFC, Colorado State University, and FIPG (Fraternity Insurance Purchasing Group).
- (d) Maintain judicial files.
- (e) Coordinate and ensure Chapters complete sanctions.
- (f) Establish the Judicial Board annually, including creating and distributing applications.
- (g) Serve as the Chair of the Interfraternity Council Judicial Board and the Joint Judicial Board.
- (h) Undergo training for the Joint Judicial Board and conduct a similar training for the Interfraternity Council Judicial Board.
- (i) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (j) Must host roundtables regularly and as needed by the appropriate chapter positions.
- (k) Coordinate with the Vice President of Risk Management. It may be necessary to meet on a regular basis to ensure that they are accomplishing all goals of their positions.

## **Section 8.04 Vice-President of Risk Management**

- (a) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (b) Continually work on updating and revising the Joint Fraternity and Sorority Life Risk Management Policy.
- (c) Host at least 3 roundtables per semester educating and presenting pertinent information to Risk Management chairs and/or working alongside VP of Judicial Affairs and other council Risk Management positions.
- (d) Maintain a crisis management plan as well as a risk management handbook.
- (e) Understand and present general risk reduction methods which include the laws, rules and general regulations which govern each fraternity and sorority.
- (f) Educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Colorado State University IFC Bylaws and Policies. This includes meeting with each chapters risk chairs, or a position of similar authority, to approve them for social functions, and to inform them of their individual chapter policies.
- (g) To confirm, deny, and review all forms submitted by IFC chapters for events pertaining to the Joint Fraternity and Sorority Life Risk Management Policy.
- (h) Plan passive and active programs for an interest week during each semester related to Risk Management. I.e. Sexual Assault Awareness Week, National Collegiate Alcohol Awareness Week, National Hazing Prevention Week, etc.
- (i) If the Vice President of Risk Management isn't available to perform this duty either the Inter-fraternity Council President or the Vice President of Judicial Affairs may perform this duty.

- (j) Notify the Judicial Board of Risk Management Policy violations for proper Chapter sanctioning and/or fine imposition.

#### **Section 8.05 Vice-President of Recruitment**

- (a) Coordinate and facilitate the IFC recruitment programs.
- (b) Update and maintain recruitment resources such as: Potential New Member database, fraternity information, recruitment schedules, recruitment policies, and recruitment information.
- (c) Coordinate summer orientation recruitment sessions and spring and fall formal recruitment.
- (d) Must host roundtables regularly and as needed by the appropriate chapter positions. Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (e) Must be available to train and work as an FSL Ambassador from the beginning of the spring through the end of summer. The number of required hours will be determined by a contract that he will enter with the OFSL and IFC.

#### **Director of Recruitment**

- (f) Assist with the coordination and facilitation the IFC recruitment programs.
- (g) Update and maintain recruitment resources such as: Potential New Member database, fraternity information, recruitment schedules, recruitment policies, and recruitment information.
- (h) Coordinate summer orientation recruitment sessions and spring and fall formal recruitment.
- (i) Host roundtables regularly and as needed by the appropriate chapter positions.
- (j) Coordinate joint efforts with the appropriate council representatives from the other three councils.
- (k) Must be available to train and work as an FSL Ambassador from the beginning of the spring through the end of summer. The number of required hours will be determined by a contract that he will enter into with the OFSL and IFC.

#### **Section 8.06 Vice-President of Scholarship**

- (a) Establish and Lead the IFC Committee on Academics.
- (b) Collect and distribute academic performance rankings.
- (c) Publish important academic dates and deadlines.
- (d) Collect and distribute information about campus academic services, tutors, math/writing labs, learning assistance programs, interest tests, career counseling, placement workshops, library resources, etc.
- (e) Work individually with scholarship chairs from chapters who fall below the all-men's GPA.
- (f) Prepare, present, and enforce a scholarship plan for the IFC outlining grade goals, policies and programs that will encourage high scholarship.
- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (i) Coordinate with Academic chairs from PHC, NPHC, PFC, and MGC for Faculty Appreciation Event.

#### **Section 8.07 Vice-President of Membership Development.**

- (a) Provide training for IFC Delegates with VP Admin during the first meeting of the semester in office.
- (b) Provide leadership education and opportunities for Chapters.
- (c) Coordinate New Members Programming with Officers from other councils.
- (d) Participate in planning of All Fraternity and Sorority Life Educational Events, Programs, or Speakers.
- (e) Support individual chapters on programming efforts, including new member programming and senior programming.
- (f) Serve as the liaison to the FSL Programming Board:
  - (i) Report to the President on all activities of the Programming Board.
  - (ii) Fulfill all requirements of the Programming Board including attending regular meetings.
  - (iii) Present information on behalf of the Programming Board at all Exec and GA meetings.

- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.

#### **Section 8.08 Vice-President of Community Service and Philanthropy**

- (a) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (b) Must host roundtables regularly and as needed by the appropriate chapter positions.
- (c) Serve as the IFC Liaison to the Office Service Learning and Civic Engagement.
- (d) Ensure Chapter philanthropic and community service events are consistently updated and advertised on the FSL website.
- (e) Organize and coordinate annual service efforts with organizations and other councils.
- (f) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.

#### **Section 8.09 Vice President of Public Relations**

- (a) Continually seek out activities that would promote the Fraternity and Sorority community at CSU and in the Fort Collins community and implement them.
- (b) Assist and promote other Executive and Cabinet members and chapters to find sponsors for Fraternity and Sorority Life Events.
- (c) Update IFC page on the CSU Fraternity and Sorority Life Website as needed.
- (d) Lead efforts in the social media arena to create a stronger presence on campus.
- (e) Work closely with all positions on IFC to help promote their events.
- (f) Must be available to train and work as an FSL Ambassador from the beginning of the spring through the end of summer. The number of required hours will be determined by a contract that he will enter with the OFSL and IFC.
- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.