Interfraternity Council
2016 Executive Board Application
Eastern Illinois University

Requirements
- Applicants must submit a typed resume listing accomplishments and leadership experience
- Applicants must submit Resume and Application no later than 4:30 pm November 9th, 2015 to the IFC Executive Board, physical copy or send to nlgayheart@eiu.edu.
- Applicants must have a minimum Cumulative GPA of 2.5/4.0
- Applicants must meet all requirements listed in the Interfraternity Council Bylaws attached.
- Applicants must be able to attend AFLV Central Conference (February 4 to 7, 2016)

Important Dates
- November 9th 7:00pm IFC Meeting - Room TBA Executive Board Slating
- November 16th 7:00pm IFC Meeting – Room TBA Executive Board Elections

Information
Name: ___________________________________________ E#: E __________________ GPA: ____________
Position: ___________________________________________ Chapter: ________________________________
Email: ___________________________________________ Phone: _________________________________

Essays
Please answer the following questions (no more than half a page, single spaced for each response).

1. Why are you interested in being a member of IFC Executive Board, specifically for this position?
2. What is the purpose of IFC in your own words?
3. Out of the leadership positions you have held (in Greek Life or outside of Greek Life), what are you most proud of and why?
4. Why are you the best candidate for this position?
5. Please describe your goals for this position, and any new idea you would like to implement.
6. Please list any other time commitments you have during the school year.
7. What other positions are you interested in besides the one you are applying for? Why are you interested in these positions?

I, __________________________________________ do hereby acknowledge that the above information is true and accurate to the best of my knowledge and that if information is found to be given falsely on this application, my candidacy will be revoked.

Signed: __________________________________________ Date: __________________________
IFC Bylaws Concerning Executive Board Positions

ARTICLE V: EXECUTIVE

Section 1: Executive Board

1) The Executive Board shall be composed of the following elected officers:
   * President
   * Executive Vice President
   * Vice President Recruitment and Retention
   * Vice President Standards
   * Vice President Membership Development
   * Vice President Risk Management
   * Vice President Community Service
   * Vice President Public Relations
   * Vice President Administrative Affairs

2) The above elected officers shall not be allowed to serve as the sole IFC representative/delegate of this fraternity at regular meetings while holding office.

3) The above elected officers shall not run for election of office as a chapter president of his affiliated chapter. Overlap of holding office as chapter president due to timing of elections shall not be more than one-half (1/2) of his term on the council.

4) Each elected officer of the IFC must be an active member of his respective fraternity for at least one semester prior to election and his status must remain active during his entire term of office.

5) It shall be the duty of the Executive Board to approve by a simple majority vote the appointment of all chairs and members of their respective committees with the exception of the Greek Week committee.

6) Any officer failing to carry out his duties shall be referred to the Greek Review Board for review and recommendations upon request from three members, each from different Fraternities. The recommendation of the Greek Review Board shall then be brought before the IFC for a two-thirds vote for approval.

7) The IFC President shall be empowered to establish special meetings of the Executive Board and/or all IFC members as deemed necessary on matters that concern inter-fraternal affairs.

8) The chair of the Executive Board (IFC President) shall otherwise be required to attempt to secure the advice and consent of executive members on any matter or subject that may affect the aggregate IFC Community.

9) The officers of the IFC must maintain a cumulative grade point average of 2.50.

10) The officers are expected to attend all general meetings. If there is a conflict due to an Executive Board member's class schedule, it is at the discretion of the Executive Board and Advisor to determine if the elected officer will be able to hold their position while missing general meetings.

ARTICLE VI: DUTIES/RESPONSIBILITIES OF OFFICERS

Section 1: Duties applying to all Inter-fraternity Council Officers

1) All elected officers shall deliver an annual report to the Inter-fraternity Council at the meeting preceding annual elections. The report should describe the activities carried out during their term and offer suggestions for their successors.

2) Attend all IFC Executive Board and Council meetings.

3) Uphold the IFC Constitution and Bylaws, as well as any other policies applied to IFC and its member fraternities.
4) Attend AFLV-Central Conference.
5) Prepare and submit awards applications materials for the AFLV-Central Conference.

Section 1: President
1) Assure all meetings within his jurisdiction are conducted properly and efficiently.
2) Appoint personscommittees/task forces to temporary positions to research and/or perform special functions.
3) Maintain regular office hours and perform all duties deemed necessary by the IFC or stated elsewhere in this Constitution.
4) Preside at all meetings of the IFC, as a non-voting member, except in the case of a tie.
5) Maintain on file the Constitution, Bylaws and rules of the Eastern Illinois University IFC.
6) Delegate responsibilities to the IFC Executive Board, and assure these responsibilities are being fulfilled.
7) Initiate ideas for positive Greek relations on-campus and assure the efficiency and effectiveness of the IFC in promoting them.
8) Serve as a contact person for the IFC, both with the Director of Fraternity and Sorority Programs and individual member fraternities.
9) Represent the IFC and Fraternity Men of EIU at appropriate university meetings/events.
10) Consult with the Director of Fraternity and Sorority Programs on questions and/or problems that may arise.
11) Work with the Panhellenic President and the National Pan-Hellenic Council President on maintaining open communication and jointly planning Greek community events and activities.
12) Inform member fraternities of any loss of voting privileges.
13) Coordinate the election process for new officers and committee chairs.
14) Coordinate constitutional, bylaw and officer duty revisions.

Section 2: Executive Vice President
1) Serve as the supervisory power behind all IFC committee chairs.
2) Hold bi-weekly administrative meetings with the committee chairs.
3) Organize and coordinate special functions IFC may choose to participate in or sponsor.
4) Preside at all IFC meetings (Council and Executive Board) in the President’s absence.
5) Coordinate new officer training and transition following the annual elections.
6) Inform IFC of all study skill seminars and academic educational seminars.
7) Award scholarship certificates to all chapters whose overall GPA is above the All-Men’s average.
8) Award certificates to all individual fraternity men with an overall GPA of 3.5 or above.
9) Promote scholarship throughout the fraternity community.
10) Formulate a scholarship resource manual, which will contain each chapter’s scholarship program.
11) Conduct regular scholarship improvement workshops/retreats.

Section 3: Vice President of Standards
1) Conduct all business regarding violations of the Panhellenic/IFC Constitutions and Bylaws, Panhellenic/IFC Alcohol Policy, and anything that violates the spirit of the IFC community.

2) Work in coordination with the Panhellenic Council Vice President Standards in interviewing and appointing sorority women and fraternity men to serve as justices of the Greek Review Board.

3) Work with the Panhellenic Council Vice President Standards and the Office of Student Standards to train all justices on their responsibilities.

4) Serve as Chief Justice of the Greek Review Board on an every other case basis, in rotation with the Panhellenic Council Vice President Standards.

5) Record and maintain all files of cases heard by the Greek Review Board, in confidence.

Section 4: Vice President of Recruitment and Retention

1) Assure that all fraternity recruitment activities are carried out in a manner that is consistent with the established rules and regulations governing fraternity recruitment.

2) Meet every semester with the various recruitment chairs of each fraternity and aid individual chapters with recruitment programs.

3) Deliver an annual report of the activities carried out under his directions and provide suggestions for his successor, during the end of his term of office.

4) Organize all IFC Recruitment activities.

5) Develop recruitment publications and promotions with the aid of the Vice President Public Relations.

6) Oversee the IFC Recruitment Task Force.

Section 6: Vice President Membership Development

1) Work closely with Fraternity New Member Educators to promote positive Greek relations between respective new member classes.

2) Organize Greek educational programs on topics such as hazing, risk management, academics and any topic pertinent to the betterment of Greek Life.

Section 7: Vice President Risk Management

1) Assist in the organization of all Inter-fraternity Council programs related to critical social issues affecting the Greek community, such as Alcohol Awareness, Personal Health, Sexual Assault and Legal Liabilities.

2) Serve as a student representative on all university committee’s in relation to issues surrounding risk management.

3) Help enforce the policies included in the Inter-fraternity and Panhellenic Council’s Guidelines for Alcohol Use.

Section 8: Vice President Community Service

1) Coordinate at least one philanthropic event each semester.

2) Relate all information regarding fraternity associated community service work/activities to the appropriate media outlets, in conjunction with the Vice President Public Relations.

3) Work with the Panhellenic Council’s Community Service Chairs to coordinate co-sponsored projects.

4) Act as a guide and resource in helping and encouraging member chapters to establish their own service projects and oversee the community service and philanthropy chairs of the member chapters by providing roundtable discussions and informational resources for effectiveness in their positions.
5) Maintain accurate records of IFC and individual chapter community service and philanthropy events.

Section 9: Vice President Public Relations

1) Publicize the IFC-sponsored events/activities in the appropriate media forms.
2) Inform all necessary publics and campus organizations of IFC achievements and related activities.
3) Promote all IFC special events.
4) Be responsible for promoting any and all campus-wide community service and philanthropic events/activities.
5) Promote/organize any short term events/projects as deemed necessary by the IFC.

Section 10: Vice President Administrative Affairs

1) Maintain an accurate financial record of all IFC transactions that will be published and distributed at the first meeting of each month.
2) Present an itemized annual budget for the academic year beginning at the first meeting of the Fall Semester that may be discussed for purposes of adoption at any regular IFC meeting.
3) Require a September audit of the previous year and collection of all bills, dues and other monies owed to IFC.
4) Assess and Collect all membership dues each semester.
5) Pay all bills promptly.
6) Establish and enforce the IFC budget for the year.
7) Assess fines when financial sanctioning is necessary.
8) Maintain neat and accurate records of all the IFC financial transactions.
9) Record and distribute accurate typed minutes of all IFC meetings and special meetings on a timely basis.
10) Maintain an accurate file of all IFC minutes and correspondence.
11) Schedule, secure and announce all meeting rooms.
12) Order all necessary office supplies (upon approval of the IFC President and the Director of Fraternity and Sorority Programs.
13) Work with the Panhellenic Council Vice President of Administrative Affairs on the establishment of an annual All-Greek executive contact list.
14) Maintain up-to-date IFC phone/address/e-mail lists.

Section 11: General

The executive officers shall be required to perform all duties, necessary and proper, to successfully complete the requirements of their office that are in accordance with this Constitution, Bylaws, Student Conduct Code or any other applicable form of law.

All Executive officers are expected to attend all IFC sponsored events. Any and all absences must be known prior to the event, and it is at the discretion of the rest of the Executive Board to allow absences.