

UNIVERSITY of
NORTHERN COLORADO



Greek Life

**Interfraternity Elections Packet
2009**

Election time is fast approaching and this year we want you!! Interfraternity Council elections are open to anyone in good standing with their fraternity. Interfraternity Council consists of 7 executive board positions. Be sure to check specific requirements for each position in the Constitution and Bylaws. Men running for these positions should truly have the good of the community in mind, and plan on putting a lot of heart and hard work into the position.

Executive Interfraternity Council

- President
- Vice President of Academic Affairs
- Vice President of Recruitment
- Vice President of Greek Affairs
- Director of Internal Affairs
- Director of Risk Management
- Director of Public Relations

The following are scheduled dates for elections:

Friday, October 30, 2009 @ 4pm: Deadline for Candidate Applications. Applications and letters of intent must be turned into the Student Activities Office.

Tuesday, November 3, 2009: Letters of Intent are read at the weekly Interfraternity Council Meeting. Copies of letters for all candidates are distributed to each chapter.

Tuesday, November 10, 2009: Voting will take place at the weekly Interfraternity Council meeting. Chapter delegates cast one vote per position.

Saturday, November 14, 2009: Mandatory Transition Retreat for outgoing and incoming officers.

Friday, January 8, 2009: Mandatory Training for all Greek Council Members (in collaboration with UPC and Student Senate)

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**Interfraternity Council
Election Process and Responsibilities**

Election Process

1. Each student running for office shall submit a letter of intent stating the desired position and addressing her qualifications and experience pertaining to the position. Letters of intent should be turned in with the attached application to the Student Activities Office.
2. All candidates filing letters of intent must be present at the meeting at which the letters of intent are due (Tuesday, November 3rd) for the purpose of addressing the council and answering questions. If the candidate cannot attend, then he is required to send an informed representative to speak in her place, also they must include a reason as to why they are not present.

Responsibilities:

1. All offices require a minimum cumulative grade point average of 2.5.
2. All officers must be full-time students. Full-time are 12 credit hours.
3. All executive officers must be able to attend all scheduled meetings and all Executive Council meetings. In addition, they must be able to hold a minimum of three (5) office hours per week.
4. The position of Vice President of Recruitment must be available for summer office hours and New Student Orientation presentations.

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**CONSTITUTION OF THE
UNIVERSITY OF NORTHERN COLORADO
INTERFRATERNITY COUNCIL**

ARTICLE IV. EXECUTIVE OFFICERS

Section A. The Executive officers of the University Of Northern Colorado IFC shall consist of the President, Vice President of Academic Affairs, Vice President for Recruitment and Public Relations, Vice President of Greek Affairs, Vice President of Internal Operations, and Director of Risk Management.

1. Every Executive officer must be in good standing within his fraternity and have a 2.5 cumulative GPA. In addition they must be considered a full time student as determined by the University of Northern Colorado.
2. A fraternity president shall not serve as an Executive Officer to IFC.
3. Each Fraternity is limited to three (3) Executive Officers.

Section B. Term of Office

1. Each Executive Officer shall serve for one year as a non-voting member, and shall not serve as the representative from their respective house.
2. The term of office shall begin on Jan 1st and end on Dec. 31st of the same year.

Section C. Election of Officers

1. Letters of Intent are due by the first Tuesday in November.
2. Elections for the Executive Officers shall take place at the second Tuesday in November.
3. All other Election Procedures can be found in the Bylaws.

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**BYLAWS OF THE
INTERFRATERNITY COUNCIL OF
THE UNIVERSITY OF NORTHERN COLORADO**

ARTICLE III. DUTIES OF EXECUTIVE OFFICERS

Section A.

Structure

1. The ranking of officers is as follows The President, Vice President of Academic Affairs, Vice President for Recruitment and Public Relations, Vice President of Greek Affairs, Vice President of Internal Operations, and Director of Risk Management.

Section B.

Responsibilities

1. Each Executive Officer is required to hold 5 office hours a week. Office hours must be posted by the third week of each semester on the window of the Greek Life office.
2. Submit weekly reports to the President.
3. Mandatory attendance at all IFC sponsored events.
4. Meet monthly with Greek Advisor.
5. Provide a complete transition for the new IFC officer assuming their office.

Section C.

Duties of Officers

1. The President shall act as the official representative of the IFC. He shall attend Panhellenic and Student Representative Council meetings and act as a representative on behalf of the Fraternity Community. He shall oversee the operations of the other Executive Officers by using weekly reviews to be reported to the Graduate Assistant for final review. Chair all regular and special meetings of the IFC and only vote in the case of a tie. Meet at least bi-weekly with the Greek Advisor.
2. The Vice President of Academic Affairs shall chair the scholarship committee. He shall assist member fraternities in their scholarship programs. He is responsible for the fraternities' part in the Greek Matriculation Ceremony each semester. He shall put on one academic program a regular semester outside of Greek Matriculation. He is to compile academic assistance packets full of resources at UNC for each fraternity. He shall act as the parliamentarian.

3. The Vice President for Recruitment will organize and coordinate a summer Recruitment program and formal Recruitment Week during fall and spring semesters, as well as create and distribute a list of possible recruits. He shall enforce Recruitment rules and regulations in addition to appointing and chairing a Recruitment committee whose membership shall be subject to final approval of the IFC. (This committee will be approved by the second to last meeting of each fall and spring semester. Committees appointed in the spring shall meet at least twice per month during the fall and vice versa.) He also will coordinate year round Recruitment activities and events; and, ensure the equal representation of each chapter. He will hold office hours during summer dates TBA in collaboration with the Greek Advisor.
4. Vice President of Greek Affairs. He shall chair the Interfraternalism committee. He is responsible to organize at least one community service project a regular semester that has mandatory attendance of every chapter. He is to coordinate the social unity program each regular semester. He is to coordinate Greek Week in the spring with the help of the Interfraternalism committee. He is responsible for all sports for the Greek Cup.
5. The Vice President of Internal Operations is responsible for maintaining accounting records and oversees any financial responsibility as the main Financial Officer of the IFC, subject to the IFC's approval. He shall also take care of the SRC chartering and funding process. He shall also act as the recording agent of the IFC. He shall prepare minutes and fulfill any changes to governing documents as ordered by the IFC.
6. The Risk Management Officer shall be responsible for enforcing all Risk Management policies as well as coordinate two risk management programs per semester. The Risk Management Officer shall also be responsible for enforcing all judicial board activities involving to risk management, as well as the organization of GAMMA activities.
7. The Vice President of Public Relations will provide positive public relations for IFC member fraternities. He will be responsible for writing press releases and promoting public image of chapters. He will assist the Vice President of Recruitment by heading advertising and marketing campaigns. He will create an IFC brochure for the fall of each year.

In your letter of intent, please address the following questions (If applying for multiple positions, a separate letter of intent is required for each position):

1. What is the importance of this position?
2. What qualifications would you bring to this position(s)?
3. What specifically interests you about this position(s)?
4. Meet with the outgoing officer(s):

Signature: _____ Date: _____

I give permission for the Student Activities Office to check my cumulative GPA and current class load.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Letter read on _____ Date: _____

Comments: _____

Cum: _____ Credits: _____ Initials: _____