

Date: October 21, 2011  
To: Candidates for **2012-2013 Interfraternity Council Executive Board**  
From: Scott Ritter  
Vice President for Standards, Interfraternity Council

This application is for the upcoming 2012-2013 IFC Executive Officer elections. We are currently accepting applications from any initiated member of an Interfraternity Council Chapter. We ask that you prioritize the positions in which you are interested. We will contact qualified candidates for interviews. After the application and interview process is complete, up to three candidates will be selected to the IFC Elections process. One qualified candidate for each position will be elected by the chapter presidents.

*Applications Timeline:*

**Tuesday, Oct 4, 2011 – Election Packets Distributed**

**Friday, Oct 21 2011 – Applications Due by 5pm to Scott Ritter**

**Thursday Oct 7, 2011 – Applications for VP for Membership Development and VP for Public Relations due**

**Oct 24 – Nov 4, 2011 - Screening and Interviews conducted by IFC Board/Chapter Presidents**

**Friday, Nov 4, 2011 – Slating Announced**

**Tuesday, Nov 8, 2011 - Elections for President, VP for Standards, VP for Risk Management**

**Tuesday, Nov 15, 2011 – Elections for VP for Recruitment, VP for Programming, VP for Administrations**

*\* The positions of VP for Membership Development and VP for Public Relations are currently pending in the IFC Constitution. If they do not pass, they will remain the appointed positions of Director of Public Relations and Director of Academics and Service*

The completed application forms must be completed and returned to Scott via e-mail at [scottmacarthurritter@gmail.com](mailto:scottmacarthurritter@gmail.com) by **Friday, October 21<sup>st</sup> at 5pm**. Completed application forms must be completed and returned to Scott via e-mail at [scottmacarthurritter@gmail.com](mailto:scottmacarthurritter@gmail.com) by **Thursday, October 7<sup>th</sup> at 5pm**.

Please do not hesitate to contact Andrew Duble, Scott Ritter, or Dominic Greene

Enclosed are the current position descriptions, elections procedures, and the candidate application. Thank you for applying and best of luck!

## Application for the Interfraternity Council

Position(s) applying for: 1<sup>st</sup> choice- \_\_\_\_\_

2<sup>nd</sup> choice- \_\_\_\_\_

3<sup>rd</sup> choice- \_\_\_\_\_

Name: \_\_\_\_\_

Fraternity: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*Class Standing:* (circle one)      Sophomore      Junior      Senior

Major: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Please answer the following questions. Please type and return all your responses and information on this page via e-mail to Scott Ritter at [scottmacarthurritter@gmail.com](mailto:scottmacarthurritter@gmail.com).

- 1) Please list any positions that you have held in your chapter (include dates):
- 2) Please list any other campus leadership positions you have held (include dates):
- 3) Why do you wish to become a member of the IFC and how will this experience help you both personally as well as professionally?
- 4) What other campus organizations, clubs, or non-Northwestern organizations are you currently involved with?
- 5) What is the role of IFC in the Greek Community and in the University?

**Answer the following two questions ONLY if you are running for the positions of IFC President, VP for Recruitment, VP for Standards, and VP for Risk Management:**

- 6) Describe your level of interaction with various advisors such as chapter headquarters staff, Office of Fraternity and Sorority Life staff, Administration Officials, etc. What skills do you think are important in fostering these relationships?
- 7) Discuss a time when you've had to make a difficult decision that impacted others. How did you respond? (An example from your chapter experience is preferred, if possible)

**If you are running for the position of VP for Administration, VP for Programming, or VP for Public Relations answer the following question:**

- 8) What skills/talents/experience do you have that make you qualified for this position?

## **Election Procedures from IFC Constitution**

### **Eligibility:**

1. The candidate must be an enrolled, full-time student at Northwestern University, and must have at least a 3.0 cumulative grade point average in order to run. During his time as an IFC officer, his cumulative GPA must not fall below a 3.0 for more than one quarter. If at any time an IFC Executive Board member's quarter GPA falls between a 2.40-2.75 he will be placed on academic probation for one quarter. If his quarter GPA does not improve after one quarter, he will be removed from the executive board, and the IFC Executive board will appoint a replacement with the approval of the forum. If at any time, an IFC Executive Board member's quarter GPA drops below a 2.40, he will be removed from the executive board, and the IFC Executive board will appoint a replacement with the approval of the forum.
2. No more than two members of the same chapter may be on the Executive Board at the same time. A chapter President may not hold the positions of IFC President, Vice President for Risk Management, Vice President for Standards, or Vice President for Recruitment at the same time.
3. A candidate's chapter must be currently recognized by the University and the IFC, and must be in good standing in order for him to run for office. Good standing shall be defined as: That chapter is not suspended by the IFC or the University.

### **Selection:**

1. The IFC Vice President for Standards will send out election packets to all chapter presidents who will distribute them to their respective members.
2. Each candidate will have the ability to apply for up to three positions.
3. The current IFC executive board will screen and interview candidates; chapter presidents will be invited to attend these interviews.
4. Up to three candidates per position will be selected to run in the formal elections.

### **Voting:**

1. Elections for Council Officers shall occur at the end of fall quarter each year, at a special meeting of the Forum. The President shall call the meeting and provide notice at least two weeks before the meeting to all chapters. He shall at the same time distribute the Election Packet, which shall provide a voluntary application for each elected office. Candidates completing the election application shall be considered nominated for that office if the application is submitted at least one day before the election. The President shall photocopy and distribute the applications during the election to all voting members of the Forum. The Quorum necessary for the elections shall be two-thirds of voting Member chapters.
2. A chapter president may neither represent nor vote on behalf of his chapter in any election in which he is a candidate. He may provide for an alternate delegate who is an initiated member of his chapter by notifying the Vice President for Administration.

### **Election Procedure:**

1. The election of the president shall be first. Nominees shall be called for, and any voting Member of the Forum shall be able to nominate candidates for president. Once all candidates have been nominated, each candidate shall receive ten minutes to speak, during which time no other candidates for the same office shall be present. Following a candidate's speech, the President may entertain questions for the candidate. Once the first candidate is finished, he shall exit the room, and the second candidate shall speak and answer questions in a similar manner. Once all candidates have spoken, the President shall again excuse all persons not representing

voting Member chapters. Current Officers may remain in the room and debate unless they are candidates for the office being discussed. The President shall entertain debate until a motion to end debate is agreed to. Following debate, each voting Member of the Forum shall cast a secret ballot for one of the candidates. The President, IFC Advisor, and Vice President for Administration shall count the ballots. If a majority has not been attained, the President shall again call for a secret vote between the two candidates receiving the most number of votes. The candidate receiving a majority of votes cast shall win.

2. The President shall next call for the election of the Vice President for Standards, then the Vice President for Recruitment, then the Vice President for Risk Management, then the Vice President for Programming, then the Vice President of Finance.
3. There shall be no waterfall elections.
4. Only the candidates through the screening process will be eligible to run.

#### **Term of Office:**

1. The Officers-elect shall assume their offices in early winter quarter following their election, at a ceremony organized by the President. The outgoing President shall administer the following oath of office to each Officer: "I, (name), do solemnly swear that I will faithfully execute the office for which I was elected, and will to the best of my ability, uphold and defend the Constitution and sovereignty of the Northwestern University Interfraternity Council."

2. Every elected officer shall serve a term of one year.

#### *iv. Removal of Officers*

#### **Officer Offenses:**

1. Any Office of the Council shall be vacated by two-thirds of the Forum present.
2. Charges against an Officer shall be filed with the President, or if against the President then with the Vice President for Standards, by any chapter President or Council Officer. The President, or if against the President then the Vice President for Standards, shall notify the accused Officer.
3. The charges shall be considered at the next meeting of the Forum, within two weeks of when they were filed. The charges shall be considered before all other business. The Forum shall elect a chapter president to chair the hearing. The chair shall retain his right to vote as a member of the Forum.
4. The accuser shall present his case within twenty minutes. The accused Officer shall do the same.
5. Following the presentation of sides, the accused Officer and the accuser shall be dismissed from the room, along with all other persons not representing voting Member chapters, including other Officers except for the Chairman of the Forum. The Chair shall entertain debate until a motion to end debate is agreed to.
6. Each voting Member chapter shall cast a secret vote. The accuser shall be allowed to vote but not be present for debate. The Chair shall count the votes. Should two-thirds of those voting vote to remove the accused Officer, his office shall be vacated immediately.
7. Should the office of the President be vacated, the Vice President for Standards shall immediately assume the duties of the office, and he shall ascend to the office following the administration of the oath for the remainder of the quarter. The Executive Board shall then appoint a Vice President for Standards, subject to the consent of two-thirds of the Forum.
8. Should any office except that of the President be vacated, the Executive Board shall appoint an Officer, subject to the consent of two-thirds of the Forum, for the remainder of the term.
9. Two-thirds of the voting members of the Executive Board may dismiss non-elected Officers who fail to properly discharge their duties at any time.

## Chapter Offenses:

1. If an officer's chapter is sent before UHAS with the recommendation for suspension, it is up to the discretion of the IFC President, Advisor, and Vice President for Standards to determine in what capacity he will continue to serve on the IFC until the matter is resolved.
2. If the officer's chapter is suspended by the University or by the IFC, after the appeals process has been exhausted, the officer will be removed from the executive board, relinquishing all responsibilities immediately.
3. If the officer is removed by his chapter or national organization, after the appeals process has been exhausted, the officer will be removed from the executive board, relinquishing all responsibilities immediately.

### v. *Colonization and De-recognition*

1. A majority of the Forum present shall bestow membership upon a chapter. A Sense of Forum Resolution conferring membership, either full or associate, and prescribing conditions there-for, shall be in order at any time during a meeting of the Forum. It shall be open to debate by any member of the Northwestern University community present or representative of the proposed chapter.
2. It shall be the policy of the Council that no chapter shall be permitted to become a recognized member of the Northwestern University Fraternity community without membership in the Council. The President and Vice President for Recruitment shall work with the University Vice President for Student Affairs and the Fraternity and Sorority Life Advisory Board to ensure coordination in the decisions of the University and of the Council.
3. A resolution to confer Associate Membership may provide a commencement date at which time the membership takes effect and prescribe conditions and terms for associate membership. (Full) Membership may be conferred by motion or resolution. There shall be no terms or conditions for (Full) Membership other than those requirements set forth in the Constitution and Code.
4. A motion or resolution to confer full membership shall only be in order once a chapter has received its national charter. A resolution to confer associate membership shall only be in order if a chapter is, at minimum, a recognized colony of a national organization.
5. A motion to de-recognize a chapter shall be in order at any time during a meeting of the Forum and open to debate. Two-thirds of the Member Chapters shall de-recognize a chapter.
6. Chapters and colonies receiving membership following a motion with a future, provisional commencement date, and those chapters intending to receive membership, shall at all times abide by Council rules.
7. A chapter intending to receive membership may not recruit until membership takes effect, as per the date specified in a motion or resolution, as per Rule I § C (v) (3).

### vi. *Greek Leadership Retreat*

1. The Greek Leadership Retreat shall be required of all chapter presidents.
2. Should a chapter president be unable to attend, he shall notify the Council President prior to the start of the Retreat and have his chapter vice president attend in his place. Should his chapter vice president be unable to attend, the chapter president shall find a replacement officer to represent the chapter.
3. Should a chapter not be represented at the Retreat, the Chapter shall pay a fine equal to the cost of the retreat per Chapter. The Standards Board, or the parties in mediation, shall adjudicate the issue and prescribe appropriate consequences.
4. The Executive Board shall excuse absences prior to the start of the Retreat, and excused chapters shall not be subject to charges described in Rule I § C (vi) (3).

# **Position Descriptions from IFC Constitution**

## **President**

1. Serve as chair of the Executive Council and represent the Interfraternity Council on all University committees, at any such functions he deems necessary and proper to carry out the duties of his office, and further the position of the IFC fraternities.
2. Preside over all meetings of the IFC Executive Council and Forums.
3. Build and maintain relationships with fraternity presidents in order to advise them in any matter.
4. Build and maintain relationships with university administration including, but not limited to VP Student Affairs, Dean of Students, and OFSL Staff.
5. Set the agenda of the community, with areas that they would like to see moved forward.
6. Chair the Executive Board and help to pick up areas that need assistance.
7. Assist chapters with crisis management issues in conjunction with chapter presidents, OFSL, and Dean of Students.
8. Serve as liaison to the National Pan-Hellenic Council and the Multi-Cultural Greek Council.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Attend weekly Exec Meetings.
11. Chair all bi-weekly President's Forums.
12. Maintain the AFLV Award for Council Management throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Standards**

1. Assist the President in any of his duties and execute the duties of his office when absent.
2. Assist the other executive board members in any pressing or time consuming projects in which assistance may be needed.
3. Organize and coordinate IFC Dillo Day responsibilities in conjunction with the Panhellenic Executive Board. This involves:
  - a. Effectively use the Dillo Day budget (assisted by the VP for Administration).
  - b. Coordinating with Mayfest—make sure one of the bands is “sponsored by” the IFC, as well as ensuring the IFC name is prominent throughout the day.
  - c. Attending all Dillo Day Task Force meetings
  - d. Providing Risk Management assistance such as free food, an ambulance, and coordinating various risk management meetings leading up to the event. (assisted by VP of Risk Management).
  - e. Advertising the event to the Northwestern community (assisted by VP for Administration).
4. Chair and maintain the Standards Board.
5. Chair any Standards Board hearings, acting as an impartial observer but ensuring the fairness of the hearing.
6. Maintain a working relationship with the Dean of Students and the Director of Student Conduct.
7. Train the Standards Board representatives in conjunction with Student Conduct.
8. Coordinate the selection of the Standards Board representatives in conjunction with IFC President and Director of Student Conduct.
9. Meet with the chapter's judicial/standards officer quarterly.
10. If chapters do not have a judicial board or do not have a well functioning judicial board, assist those chapters in developing an effective judicial board.
11. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
12. Attend weekly Exec Meetings.
13. Attend bi-weekly President's Forums.
14. Maintain the AFLV Award for Judicial Affairs throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Recruitment**

1. The IFC VP for Recruitment essentially has two main responsibilities – serving as a resource and consultant for individual chapter Recruitment Chairs and generating general publicity to create interest in Fraternities and Greek Life at NU.

2. Serving as a Resource to Individual Chapters: below are some of the tasks you might take on:
  - a. Setting up the schedule: Work with Recruitment Chairs to set up the recruitment schedule for each quarter and then act as liaison to the University to set this up. This includes both helping them with their individual schedules and determining the Winter and Spring Rush Week Schedules.
  - b. Providing information: As the IFC VP for Recruitment you can give Recruitment Chairs a lot of helpful data that can make their recruitment efforts easier. For example, you can conduct a survey of newly joined members to find out what they looked for when rushing and pass this information on to the Recruitment Chairs.
  - c. Programming: As the IFC VP for Recruitment it is not your responsibility to plan individual recruitment events or programs for chapters. Rather, you should be there to help Recruitment Chairs as they need it. For example, if a Recruitment Chair need help planning an event for Rush Week, they should be able to turn to the IFC VP for Recruitment.
  - d. Planning: Don't be afraid to begin work early. As soon as Spring Recruitment is over begin working on Winter Recruitment. The sooner you can begin the recruitment process in the Spring, the more organized you and the Recruitment Chairs will be in the Fall.
3. Publicizing Recruitment Events and the Fraternity Community
  - a. As the IFC VP for Recruitment, you should create publicity for the Greek system (mostly towards freshmen) and communicate with them the recruitment process. Below are some of the tasks you might take on:
    - i. Creating Recruitment flyers, brochures, documents, website, facebook group, etc.
    - ii. Planning Wildcat Welcome
    - iii. Hosting dorm firesides
    - iv. Setting up Greek info tables at different fairs (i.e. for Prospective students or activities fair)
    - v. Work with other councils to publicize recruitment opportunities
4. In addition, as the IFC VP for Recruitment you are a member of the IFC exec board and will have several opportunities to contribute to Greek Life at NU beyond simply recruitment related tasks.
5. Oversee and facilitate summer educational and parent orientations.
  - a. Involving parents when they arrive to drop off their kids can be an effective way to incorporate the parents into the recruitment process
6. In conjunction with the IFC Vice President for Public Relations, design and develop recruitment and marketing materials.
7. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
8. Attend weekly Exec Meetings
9. Attend bi-weekly President's Forums.
10. Maintain the AFLV Award for Membership Recruitment throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Risk Management**

1. Organize patrols of the fraternity quads to be executed by the exec board in order to advise the fraternities on proper courses of action.
2. Notify the presidents of the patrol schedule.
3. Review the IFC and the Northwestern University's hazing, alcohol and judicial policies on a quarterly basis with chapter Presidents and risk management officers.
4. Hold quarterly roundtables of the chapter's risk management officers in order to update them on changing policies and educate them on various important information.
5. Develop new strategies that could be used to help manage risk better throughout the fraternity community.
6. Assist the organizers of Dillo Day and Gone Greek Night to reduce the risk during those occasions.
7. Coordinate the Interfraternity Council's Greek leadership programs.
8. Coordinate fire safety program for Greek community.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Attend weekly Exec Meetings
11. Attend bi-weekly President's Forums.
12. Maintain the AFLV Award for Risk Reduction and Management throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Administration**

1. Maintain the IFC's budget by billing the chapters, collecting chapter dues, submitting a quarterly budget for the forum's approval, and following that budget throughout the quarter.
2. Present the following quarter's budget to chapter presidents for review the 2<sup>nd</sup> to last Forum of each quart and approval by the last Forum of each quarter.
3. Maintain a working relationship with the SOFO office. This begins with promptly getting the names on the accounts switched to the new officers.
4. Coordinate a training session for new chapter treasurers to help them transition smoothly into the position.
5. Maintain a working relationship with the Panhellenic Vice President for Administration.
6. Keep accurate minutes of all meetings of the Interfraternity Council, see that these minutes are distributed to each member fraternity within a reasonable time and upload the minutes onto the website.\*
7. Keep an accurate roll of all representatives present during official Interfraternity Council meetings.\*
8. Maintain accurate IFC files, membership rosters, and chapter officer contact information.\*
9. Maintain and update the IFC listservs.\*
10. Collect, maintain, and distribute venue CTECs.
11. Attend weekly Exec Meetings
12. Attend bi-weekly President's Forums.

## **Vice President for Programming**

1. Coordinate, in conjunction with Panhellenic Association, the development and implementation of Greek community wide events like Homecoming, Gone Greek Night, Greek Week, and Maysing.
2. Serve as chair to the Interfraternity Council Homecoming and Greek Week Committees.
3. Coordinate IFC/Panhellenic events at major sporting events (ie. Cub's Games & Bull's Games)
4. Supervise and coordinate the efforts of Homecoming and Greek Week Chairmen.
5. Coordinate the Greek Eats Program
6. Work with the Vice President for Public Relations to market and publicize all these events.
7. Conduct quarterly roundtables with the chapter's social chairs.
8. Coordinate Gone Greek Night and Gone Greek Night planning meetings.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Coordinate with Panhellenic and the OFSL the New Member Conference, and any other membership development programming.
11. Meet with New Member Educators on a quarterly basis.
12. Attend weekly Exec Meetings.
13. Attend bi-weekly President's Forums.

**The following positions are currently pending and would override the positions of Director of Academics and Service and Director of Public Relations**

## **Vice President Membership Development**

- i. Recognize IFC Achievements in Scholarship and Service
  - a. Publish a quarterly ad in The Daily Northwestern, congratulating chapters with the highest GPAs
  - b. Institute "Letters at the Library" to reward men for studying and representing IFC.
- ii. Maintain a calendar of all chapter Philanthropy events.
- iii. Include philanthropy project dates on the bi-weekly meeting minutes.
- iv. Support all chapter Academics and Philanthropy chairs in planning and promoting events.
- v. **Coordinate Greek Days of Service, including for Greek Week.**
- vi. **Serve as a liaison to GreekBuild.**
- vii. Oversee the IFC Go Green Initiative and serve as liaison to Greek Green Cup.
- viii. **Coordinate Winter Education Conference and other new member education initiatives.**

- ix. Develop awareness of Northwestern Greek Honorary Societies and encourage IFC men to apply.
- x. **Coordinate faculty appreciation gifts each quarter.**
- xi. Publicize service opportunities outside the Northwestern community
- xii. Perform all other duties pertaining to this office.

### **Vice President Public Relations**

- i. Write press releases to inform the Northwestern and Evanston communities of the accomplishments of the IFC and Greek Community.
- ii. Serve as official liaison to North By Northwestern, The Daily Northwestern, Northwestern News Network, and other student or University media source (i.e. - University Relations).
- iii. Maintain a working relationship with the public relations chairs from all chapters and councils.
- iv. Oversee all IFC websites, calendars, and social media.
- v. Take pictures at various IFC events for use in marketing materials.
- vi. Coordinate a quarterly calendar of events, including the philanthropy events.
- vii. Make posters and flyers for events, submit advertisements to the Daily Northwestern, and other marketing materials for IFC sponsored events, including IFC recruitment.
- viii. Design and order merchandise.
- ix. **Oversee applications for Greek Man of the Quarter and create the advertisement celebrating the man awarded.**
- x. Perform all other duties usually pertaining to this office.

**The following positions are appointed by the New IFC Executive Board in January.**

### **Director of Academics and Service**

- 1. Coordinate Faculty Appreciation week in spring.
- 2. Hold firesides focusing on academic responsibility.
- 3. Organize a philanthropy project sponsored or co-sponsored by the IFC (perhaps in conjunction with Panhellenic).
- 4. Make sure the IFC sponsors a Greek scholarship.
- 5. Meet with the philanthropy chairs and create a calendar of philanthropy events to publicize and eliminate overlapping of events.
- 6. Distribute quarterly academic reports to the chapters.
- 7. Keep statistics focusing on positive Greek academic achievement.
- 8. Generally, assist the chapter's philanthropy chairs and academic chairs in their efforts to improve their programming and success in these two areas.
- 9. Collect and distribute to IFC member chapters opportunities for philanthropic and community service opportunities.
- 10. Coordinate community service efforts with Northwestern's Community Development Office.
- 11. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
- 12. Attend weekly Exec Meetings
- 13. Attend bi-weekly President's Forums.
- 14. Coordinate Greek Man of the Quarter program.
- 15. Maintain the AFLV Award for Academic Achievement and Philanthropy & Community Service throughout the year, following its guidelines and preparing the final awards binder for submission.

### **Director of Public Relations**

- 1. Coordinate all neighbor, community, University and public relations programs of the Interfraternity Council.
- 2. Maintain an ongoing relationship with The Daily, North by Northwestern, and appropriate NU student publications.
- 3. Serve as editor/designer of all Greekwide Publications.
- 4. Maintain and update the website, Facebook, and Twitter regularly.

5. Develop all marketing materials for the IFC in conjunction with the respective IFC Vice president if needed. This includes flyers, brochures, handouts, and letters.
6. Send out press releases to appropriate media outlets about the positive aspects of Greek Life.
7. Develop and execute a presentation for parents during new student week with the Panhellenic delegate.
8. Develop relationship with fraternity Public Relations chairs and provide resources when needed.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Maintain the AFLV Award for Public Relations throughout the year, following its guidelines and preparing the final awards binder for submission.
11. Attend weekly Exec Meetings
12. Attend bi-weekly President's Forums.