



Inter-Fraternity Council 2017 Executive Board Applications

Lynchburg College

Code of Conduct

The purpose of the Code of Conduct is to outline the fraternity system regulations that the judicial body will uphold. As members of the IFC, the member fraternities should hereby agree to adopt the following code of conduct:

- A. I will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically, or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.
- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.
- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
- I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

Members of the IFC should know that violating the IFC Code of Conduct may result in a judicial board hearing.

Section A. IFC Executive Officers

The IFC Executive Officers shall be responsible for carrying out the purpose and policies of the IFC and for its day-to-day operations and activities, as directed by the IFC General Body.

Section B. Council Officer Composition

1. The position of President, Vice President, and all other IFC Director positions shall be elected positions with duties and responsibilities outlined within the IFC Bylaws.
2. The IFC consists of the IFC President, Vice President, Directors, Chapter Presidents and Chapter Delegates; all of whom are members of Local IFC recognized fraternities.
3. The Officers of the IFC Council shall be:
 - President
 - Vice President of Internal Operations
 - Director of Recruitment
 - Director of Membership Development

Section C. Officer Qualifications

1. All officers of the IFC shall take office during the first meeting in December and shall hold office until the installation of new officers during the annual turnover the following December except under extenuating circumstances.
2. No person can hold more than one office at one time in the IFC.
3. Members must be in good-standing with their chapter, Lynchburg College, and the local IFC.
4. Representatives are expected to maintain a 2.5 cumulative QPA and must be enrolled at Lynchburg College as a full-time student.
5. All Council officers must attend transition training planned by the IFC. Other trainings and/or educational experiences may be required.
6. All IFC Directors must be familiar with their duties.
7. Not currently serving as his Member Fraternity's IFC Representative, Alternative Representative, or IFC Judicial Committee Representative.

ARTICLE II. SELECTION OF OFFICERS

Section A. **Defined**

1. The officers of President, Vice President, Director of Programming, and Director of Judicial Affairs, Director of Service and Learning, Director of Finance, Director of Communications, and Director of Recruitment of the Lynchburg College IFC Council shall be elected positions on the council.
2. Each chapter's delegate shall not hold any other position on the IFC. Chapter delegates are to be elected by their respective chapters.

Section B. **Process of Election of the IFC President and Vice President**

1. The IFC President and Vice President.
2. Rules governing an open election for IFC
 3. Fraternity members interested in the position of President or Vice President must first be nominated by either the current IFC President or a chapter President and complete an application.
 4. Nominees must then give a speech to the current IFC Council explaining why they are qualified for the position, and copy of their resume (provided in advance).
 5. During voting, the council may review the candidate's qualifications, and ask questions of the candidates. The council should vote based on an individual's qualifications, not the candidate's chapter affiliation.
 6. These same requirements will stand in the instance of an open election to fill the vacant position of IFC President.

Section C. **Process of Election of IFC Directors**

1. Any fraternity member interested in the director positions of Programming, Judicial Affairs, Finance, Service and Learning, Recruitment, or Communications may run for any position. They do not need to be nominated by their chapter.
 2. The IFC must give chapters ample time to announce the vacant positions, and give members time to research prospective positions.
 3. Interested persons must then give a speech to the current IFC Council explaining why they are qualified for the position.
 4. No more than two people from the same organization may run for the same position.
 5. The interested persons will be voted on by the current chapter Presidents and delegates. In the event of a tie vote, the sitting IFC President shall break the tie vote.
 6. During voting, the council may review the candidate's credentials. The council should vote based on an individual's qualifications, not the candidate's chapter affiliation.
 7. Director elections should be held in the order that the officer duties are listed in this document.
 8. The vote shall be done by an open ballot to be tallied in front of the entire IFC.
2. The IFC Executive Council
 1. Any one fraternity can hold up to, but no more, than four positions, including generally elected directors, president, and vice president, but excluding delegates and presidents, on the IFC.
 2. The newly elected officers may be required to "shadow" their predecessor following the election.
 3. The newly elected officers will take office at the start of the spring semester.
 4. Each new officer must be able to come to an IFC retreat at the beginning or prior to the start of the spring semester, at a date determined by the IFC President.
 5. If an officer shall become ineligible, be removed from his position, or wish to resign, it is the responsibility of the IFC President and Chapter Presidents to nominate a replacement. A general election will take place to confirm the nominee.
 6. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.

ARTICLE III. OFFICER DUTIES

Section A. The IFC President Shall:

1. Provide guidance and focus to the efforts of the General Body and Executive Committee
2. Have overall responsibilities of the operation of the IFC
3. Call, set agenda and preside at all Executive Board and General Body meetings
4. Act as fraternity liaison of the Fraternity/Sorority Life, Student Activities, Lynchburg College, NPHC, CPC, and IFC.
5. Establish council meeting dates and times
6. Responsible for setting council retreats for spring and fall
7. Attend SGA President's Council meetings with the Vice President of Internal Operations
8. Attend educational conferences
9. Participate in weekly meetings with the IFC Advisor
10. Coordinate updates to the IFC Constitution and Bylaws
11. Hold two (2) office hours per week
12. Attend all IFC meetings and events
13. Cast final vote in the event of a tie
14. Complete all reports and documents for the Office of Student Activities and NIC
15. Call an annual strategic planning meeting with chapter presidents to assess the vision of Fraternity Life at Lynchburg College
16. Maintain IFC digital accounts and resources
17. Perform all other duties as assigned

Section B. The Vice President of Internal Operations Shall:

1. Assume responsibility for the operation of the IFC in the absence of the President
2. Act as the secondary fraternity liaison to Fraternity/Sorority Life, the Office of Student Activities, and the large Lynchburg College community.
3. Enforce IFC Constitution, Bylaws, IFC Code of Conduct, and Recruitment Policies
4. Service as the Chief Justice of the IFC Judicial Board
5. Oversee all IFC affiliated chapter event/social packets
6. Attend and consult on IFC chapter budget packets
7. Recruit one conduct board member per chapter and facilitate training with the Assistant Director of Student Involvement
8. Take minutes at all executive board and general body meetings
9. Track and maintain IFC calendar of events
10. Collect dues from all IFC recognized fraternities
11. Maintain IFC-related social media platforms and services
12. Responsible for the distribution of information regarding IFC and IFC-related events and services
13. Maintain IFC digital accounts and resources
14. Perform other duties as assigned

Section C. The Director of Recruitment:

1. Organize the formal recruitment process for both fall and spring semesters
2. Facilitate monthly recruitment roundtables for IFC chapters
3. Develop publicity campaign for IFC recruitment
4. Provide information to the VP of Internal Operations for recruitment infractions
5. Chair NIC expansion committee
6. Oversee IFC recruitment software such as ChapterBuilder and Google Forms
7. Serve as a liaison to the chapter recruitment chairs to ensure compliance with recruitment policies and schedules
8. Develop a recruitment training/orientation program
9. Help plan and organize PC/IFC New Member Academy
10. Attend all IFC meetings and events
11. Assist with the Director of Membership Development with program development
12. Perform other duties as assigned
13. Develop opportunities for continuing member programming by collaborating with alumni of Lynchburg College offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.

Section D. The Director of Membership Development:

1. Coordinate Greek Day of Service (fall)
2. Assist with the Director of Recruitment to develop a IFC/PC New Member Academy
3. Collect all chapter data (new members, service hours, philanthropy dollars)
4. Develop educational roundtables for scholarship chairs from each IFC chapter
5. Collaborate with various offices and departments on campus to develop that provides educational programming on the following topics: academic achievement, alcohol awareness, career preparation, civil engagement, hazing, leadership development, risk management, sexual assault/abuse, and developing values and ethics.
6. Provide resources for officer transitions for IFC chapters
7. Work with IFC/PC/NPHC chapters to develop community-wide events and programs
8. Research and announce educational programs on campus
9. Serve as the liaison between the IFC and campus departments
10. Provide advice and support to member fraternity member development officers
11. Perform other duties as assigned

Section B. Council Meetings.

1. The Council meeting of the IFC shall be open to all fraternity men and guests, unless otherwise deemed necessary by the President or the Council as needed.
2. Anyone shall have the privilege of the floor upon recognition by the IFC President. To ensure a sense of objectivity;
3. Chapter Presidents shall have one vote on all matters of regular business;
4. The President of the IFC shall vote only in the case of a tie;
5. All Directors of the IFC shall only vote on matters concerning the function of the IFC.
6. Meetings shall be run in accordance with Robert's Rules of Order.
7. General Council meetings of the IFC shall be held every week, except during breaks and holidays.

Section C. Attendance

1. Members of the Executive Council shall be allotted three total absences during one academic semester, or two consecutive absences. If a member of the Executive Council should exceed these numbers, a sanction will be administered and decided upon by the other members of the Executive Council. Any absences will require the officer to inform both the President and Assistant Director of Student Involvement of the absence.

Requirements

- Applicants are required to submit a typed resume prior to the election process. The resume must list their accomplishments and leadership experience inside and outside of the chapter.
- Applicants must submit their resume and application no later than Friday, November 13 by 4:30 pm to the IFC Executive Board President, or emailed to diroma_t@lynchburg.edu.
- Applicants must have a minimum QPA of 2.50.
- Applicants must adhere to all of the requirements outlined in both IFC Constitution and Bylaws.
- Applicants must be willing to attend AFLV Central Conference (February 4-7, 2016).
 - Conference attendance will be funded through the Office of Student Activities.

Important Dates

November 11 **4:30pm** **Applications/resume are due**
November 15 **6:00pm** **IFC Elections will occur– all applicants must be in attendance**

Information

Name: _____

Position: _____

Email: _____

Chapter: _____

Phone: _____

I hereby give permission to allow the Office of Student Activities to conduct a grade check. Specific grade information will be held in confidentiality, IFC will only know of my eligibility, not of my exact QPA.

Signature: _____

Date: _____

Questions

Each applicant is responsible for completing each question. **These responses are to be typed on a separate sheet of paper.** Each response is to be no more than half a page, single spaced for each response.

1. Why are you interested in being a member of the IFC Executive Board, specifically for each position?
2. What is the purpose of the IFC in your own words?
3. Out of the leadership positions you have held (within Greek Life or with another organization or team), what are you most proud of and why?
4. Why are you the best candidate for the 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 accurate and to the best of my knowledge and that if that information is found to be false on this application, my candidate will be revoked.

Signed: _____

Date: _____