



EAST TENNESSEE STATE UNIVERSITY  
INTERFRATERNITY COUNCIL  
EXECUTIVE BOARD – 2018-2019 – APPLICATION

The Interfraternity Council (IFC) is the coordinating and governing body for each of our six national and international fraternity organizations. Our Executive Board is comprised of six active Greek-affiliated student leaders elected by their peers to ensure the proper guidance of each fraternity chapter on campus. It is the goal of this Executive Board to provide members of each organization the resources needed to harbor a constructive environment that allows its' affiliates to grow in fellowship, character, and academics.



## EAST TENNESSEE STATE UNIVERSITY INTERFRATERNITY COUNCIL

### **Eligibility:**

To be eligible for membership on the Interfraternity Executive Board, one must:

- Have a cumulative GPA of at least 2.75 on the 4.0 scale.
- Be a full time student at East Tennessee State University
- Be an active, full-time, undergraduate member of an Interfraternity Council recognized member Fraternity.

### **Application Process:**

- Your application, resume, and platform outline are due by Wednesday, October 31, 2018 by 4:30 p.m. to the Office of Fraternity and Sorority Life (FSL). You may then sign up for an interview time with the interview committee. Please contact Zack Vickers, Administrative Affairs (vickersz@etsu.edu) or Nick McGaha (931)216-4412 if you have any questions.

### **Important Dates:**

- Applications for IFC President are due: Wednesday, October 17, 2018
- Applications for all other IFC executive council positions are due: Wednesday, October 31, 2018 to Maggie Darden, Director of Fraternity and Sorority Life.
- Interviews for President Candidates will be held starting Thursday, October 18, 2018 through Friday, October 19, 2018
- Slate and vote for President will be presented Wednesday, October 24, 2018
- Interviews for remaining office positions will be held starting Thursday, November 1 through Tuesday, November 6, 2018
- Vote for Slate Approval: Wednesday, November 7
- If slate is approved, transitions begin immediately.
- Installation will occur on Wednesday, November 28, 2018

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# EAST TENNESSEE STATE UNIVERSITY INTERFRATERNITY COUNCIL

## East Tennessee State University Interfraternity Council Executive Board 2018-2019 Application

### **Personal Information:**

Name:	Chapter:
Year in School:	Major(s):
New Member Semester:	Cumulative GPA:
Phone Number:	E-Mail:

### **By submitting this application, I agree to the following statements**

- ☐ I have read the IFC Constitution and understand the expectation of the offices for which I am running.
- ☐ I agree to fulfill all duties of the position I am elected to as outlined by the IFC Constitution.
- ☐ If elected, I understand that if at any point my work or academic schedule does not allow me to regularly attend IFC Executive Board or General Body meetings I will be asked to step down.
- ☐ If elected, I understand that I am expected to meet regularly with the IFC Advisor.
- ☐ I understand that in order to run for and maintain a position on the IFC Executive Board I must be a full-time ETSU student, and undergraduate initiated member of a fraternity in good stand with IFC and have/maintain a cumulative GPA of 2.75 or higher.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **This portion is to be completed by your Chapter President:**

I certify that \_\_\_\_\_ is active and in good standing with the \_\_\_\_\_ chapter of \_\_\_\_\_ and do recommend him for leadership within the Interfraternity Council.

**Chapter President's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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- Duties of Office
  - **The Duties of President:**
    - Serve as the chief officer of the Interfraternity Council;
    - Guide the Council and its chapters by enforcing the Constitution and by-laws of the Interfraternity Council;
    - Serve on the Interfraternity Judicial Board Referral Committee;
    - Appoint fraternity members to the Interfraternity Judicial Board and its alternates, based upon the guidance of the Judicial By-laws;
    - Represent the Interfraternity Council to the University and the surrounding communities;
    - Preside over all Executive meetings and general body meetings;
    - Serve on University Committees of which he may be appointed to;
    - Recommend and execute the removal of any officer for the failure to complete his defined responsibilities;
    - **President must be readily available over the summer in order to complete duties in preparation of the upcoming semester;**
  - **The Duties of the Executive Vice-President:**
    - Assist the Council President in any manner which is deemed appropriate;
    - Appoint the directors for all Interfraternity Cabinet Committees;
    - Supervise the functioning and proceedings of all committees under his responsibility while holding at least two cabinet meetings per month, alternating with legislative meetings;
    - Take position of leader, organizer, and claim responsible for all Philanthropy challenges and events;
    - Appoint a summer substitute if the member is unable to fulfil his required office hours;
    - Assume the position of Interfraternity Council President in the event the President resigns, or is relieved due to the inability to complete his responsibilities. The Vice-President will remain as president until the Interfraternity Executive Council appoints another fraternity member into the position of Vice-President of Health and Safety, and is approved in the next legislative hearing. Once this is done, then the current Vice-President of Risk Management will step into the new role of Interfraternity Council President. Resulting in the Vice-President reassuming his original title;
    - Serve on the Interfraternity Council's Judicial Board Referral Committee.
    - **Be readily available over summer to assist in preparations.**
  - **The Duties of the Vice-President of Risk Management.**
    - Assist the president as deemed fit;
    - Assume the position of Interfraternity Council President in the event the President resigns or is relieved of office. In this case this officer would remain in his office of Risk Management until a new officer is appointed into his position;
    - Educate the Active Member Chapters on the policies of Interfraternity Council, the National Pan-Hellenic Council (NPHC) and the policies of the University;

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- Ensure all Member Chapters are following these policies;
- Be a resource to fraternities in ways to reduce their overall liability;
- Coordinate the registration and checking process of all fraternity parties and events,
- Educate the chapters on the Fraternity Executives Association's Fraternal Information Programing Group (FIPG) Risk Management Policy. Provide handbooks to ensure all relevant risk management guidelines are followed.
- Hold an educational program for all chapter Risk Management/ Health and Safety Chairmen at least once a semester;
- Compile a guideline/ informational packet concerning the necessary procedures to follow in the event of a serious incident involving a fraternity.
- **The Duties of the Vice President of Recruitment:**
  - Assist the President when deemed appropriate;
  - Plan, organize, and supervise the membership recruitment program of the Interfraternity Council on behalf of all East Tennessee State University Fraternities;
  - Organize and distribute a recruitment publication for fall and spring rush sessions each year;
  - Develop and adapt rush guidelines for chapters to follow;
  - Must be in or near campus over the summer;
- **The Duties of the Vice President of Administration:**
  - Assist the President when deemed appropriate;
  - Serve as administrator of all Interfraternity Records, not specific to the responsibility of other officers;
  - Serve as the Manager of the IFC Office;
  - He, or his designee, will record and maintain the minutes of all meetings of the Interfraternity Council, Judicial Board, and Interfraternity Legislative meetings;
  - Prepare an agenda in advance of regular Interfraternity meetings;
  - Serve as the administer of all Interfraternity funds including receipt, disbursement, and record keeping thereof;
  - Prepare a financial report for fall and spring semesters of each academic year;
  - Prepare a written budget for the executive officers and present it for approval to the Interfraternity Legislative Branch by the fourth week of the semester.
- No officer of the Interfraternity Council shall hold concurrently the office of President, Vice President, Vice President of Risk Management, Vice President of Recruitment, or Vice President of Administration of his fraternity.
- In the event that the President, Vice President, Vice President of Risk Management, Vice President of Recruitment, or Vice President of Administration is unable to fulfill their duty, then a new election will be held.

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Desired Position: \_\_\_\_\_

### Short Answer Questions:

*Please type your response, print it out, and attach to your application prior to submitting.*

1. Why do you think you qualify for this position for the upcoming term of the 2018-2019 year?
2. What are previous positions you have held, either on campus or through your chapter? How do they qualify you to be an Interfraternity Executive Board Member?
3. Talk about one area of strength and one area of weakness. Explain the strength and how it will help you in your position. And talk about how you plan on fixing or bettering your weakness.
4. Share an experience you have had holding someone accountable. What made it easy and what made it hard? What did you take away from that experience?
5. In what ways do you feel IFC should address the changing atmosphere of the Greek Community and how can IFC be more effective in what they do?
6. Please list three values or tenants that you live by and describe your character.
7. Please describe in detail, your platform for office. This should include your aims/goals, what you want IFC, and the Greek community as a whole, to focus on over the next year, and how you plan on accomplishing those goals?

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