Section 1.01 Executive Council
(a) Composition: The EC shall be composed of the following members in this order of precedence:
1) President
2) Vice President of Administration
3) Vice-President of Recruitment
4) Vice-President of Scholarship
5) Vice-President of Risk Management
6) Vice-President of Judicial Affairs
7) Vice-President of Membership Development
8) Vice-President of Community Service and Philanthropy
9) Vice-President of Public Relations

Article II. Duties of the officers are as follows

Section 2.01 President
(a) Responsible for coordinating and working with officers in all aspects of council management.
(b) Act as the spokesman for all IFC fraternities at CSU.
(c) Responsible for running both Executive Council meetings and Interfraternity Council General Assembly meetings.
(d) Ability to create, appoint, and oversee any special committees that involve the Fraternity and Sorority community at CSU.
(e) Option to appoint, to sit with him, a parliamentarian to assist him with procedural issues. This appointee shall be non-voting and shall not be an existing member of the IFC.
(f) Responsible for setting up and presiding over meetings of the Executive Council.
(g) Make sure that all other executive council members are fulfilling their job requirements.
(h) Make sure that all cabinet members are fulfilling their job requirements.
(i) Ability to appoint a “slate chair” to assist in elections.
(j) Assist with the transition between IFC officers both when coming into the position and when leaving the position. This is best done by hosting and facilitating an officer retreat—this can be done in collaboration with the Vice President of Membership Development.
(k) Must coordinate joint efforts with the appropriate council representatives from the other councils.
(l) Must be able to attend the Presidents’ Forum, currently on Fridays from 3:30 PM to 5:00 PM.
(m) Maintain and update the Five Year Plan of the Interfraternity Council.

Section 2.02 Vice-President of Administration
(a) Serve as acting President in all capacities in the absence of the President.
(b) Responsible for the communication and organizational aspects within the council.
(c) Create agendas and take minutes at all Executive Council meetings and Interfraternity Council meetings.
(d) Responsible for maintaining the IFC minutes and distributing them to all IFC Chapter Presidents, IFC Chapter Delegates, IFC Executive Officers, and Council Presidents within 24 hours of the meeting.
(e) Invoicing, collecting, and depositing funds owed to IFC. This would include:
1) Semester dues
2) Money owed by chapters for University services used throughout the IFC account
3) Shared expenses with Panhellenic and other groups
4) New member fees
5) Scholarship fees
6) Other fees, fines and bills levied by the GA
Present to the GA a full Proposed Budget at the beginning of each term and a full Budget Spending at the end of each term. Recommendations for future fund allocations may be made during the fall spending report.

Responsible for drawing up a yearly budget and presenting it to the IFC General Assembly for their approval.

Balance and Maintain all the books and financial records for IFC.

Meet bi-weekly with his IFC advisor.

Follow all duties as outlined by the Financial Policy.

Section 2.03 Vice-President of Recruitment

(a) Coordinate and facilitate the IFC recruitment programs.
(b) Update and maintain recruitment resources such as: Potential New Member database, fraternity information, recruitment schedules, recruitment policies, and recruitment information.
(c) Coordinate summer orientation recruitment sessions and spring and fall formal recruitment.
(d) Must host roundtables regularly and as needed by the appropriate chapter positions. Must coordinate joint efforts with the appropriate council representatives from the other three councils.
(e) Must be available to work the required number of hours each week throughout the summer. The number of required hours will be determined by a contract that he will enter into with the FSL Office and IFC. Officer should expect to conduct at least twenty hours a week throughout the whole summer.

Section 2.04 Vice-President of Scholarship

(a) Establish and lead the IFC Committee on Academics.
(b) Collect and distribute academic performance rankings.
(c) Publish important academic dates and deadlines.
(d) Collect and distribute information about campus academic services, tutors, math/writing labs, learning assistance programs, interest tests, career counseling, placement workshops, library resources, etc.
(e) Work individually with scholarship chairs from chapters who fall below the all-men's GPA.
(f) Prepare, present, and enforce a scholarship plan for the IFC outlining grade goals, policies and programs that will encourage high scholarship.
(g) Must host roundtables regularly and as needed by the appropriate chapter positions.
(h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
(i) Coordinate with Academic chairs from PHC, NPHC, and MGC for Faculty Appreciation Event.

Section 2.05 Vice-President of Risk Management

(a) Coordinate a chapter risk management chair orientation program.
(b) Continually work on updating and revising the Joint Fraternity and Sorority Life Risk Management Policy.
(c) Host at least 3 roundtables per semester educating and presenting pertinent information to Risk Management chairs and/or working alongside VP of Judicial Affairs and other council Risk Management positions.
(d) Maintain a crisis management plan as well as a risk management handbook.
(e) Understand and present general risk reduction methods which include the laws, rules and general regulations which govern each fraternity and sorority.
(f) Educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Colorado State University IFC Bylaws and Policies. This includes meeting with each chapter’s risk chairs, or a position of similar authority, to approve them for social functions, and to inform them of their individual chapter policies.
(g) To confirm, deny, and review all forms submitted by IFC chapters for events pertaining to the Joint Fraternity and Sorority Life Risk Management Policy.
Plan passive and active programs for an interest week during each semester related to Risk Management. I.e. Sexual Assault Awareness Week, National Collegiate Alcohol Awareness Week, National Hazing Prevention Week, etc.

If the Vice President of Risk Management isn’t available to perform this duty either the Interfraternity Council President or the Vice President of Judicial Affairs may perform this duty.

Notify the Judicial Board of Risk Management Policy violations for proper Chapter sanctioning and/or fine imposition.

Section 2.06 Vice-President of Judicial Affairs
(a) Responsible for all initial judicial procedures. Other responsibilities include:
(b) Attending all meetings of the Associated Students of Colorado State University Judicial Board and/or All University Hearing Board.
(c) Become knowledgeable and comfortable with risk management policies of IFC, Colorado State University, and FIPG (Fraternity Insurance Purchasing Group).
(d) Maintain judicial files.
(e) Coordinate and ensure Chapters complete sanctions.
(f) Establish the Judicial Board annually, including creating and distributing applications.
(g) Serve as the Chair of the Interfraternity Council Judicial Board.
(h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
(i) Must host roundtables regularly and as needed by the appropriate chapter positions.
(j) Coordinate with the Vice President of Risk Management. It may be necessary to meet on a regular basis to ensure that they are accomplishing all goals of their positions.

Section 2.07 Vice-President of Membership Development.
(a) Provide training for IFC Delegates with VP Admin during the first meeting of the semester in office.
(b) Provide leadership education and opportunities for Chapters.
(c) Coordinate New Members Programming with Officers from other councils.
(d) Participate in planning of All Fraternity and Sorority Life Educational Events, Programs, or Speakers.
(e) Support individual chapters on programming efforts, including new member programming and senior programming.

Section 2.08 Vice-President of Community Service and Philanthropy
(a) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
(b) Must host roundtables regularly and as needed by the appropriate chapter positions.
(c) Serve as the IFC Liaison to the Office Service Learning and Civic Engagement.
(d) Ensure Chapter philanthropic and community service events are consistently updated and advertised on the FSL website.
(e) Organize and coordinate annual BASE Camp Efforts with organization and other councils.
(f) Organize and coordinate annual Spring Fling Efforts with organization and other councils.

Section 2.09 Vice President of Public Relations
(a) Continually seek out activities that would promote the Fraternity and Sorority community at CSU and in the Fort Collins community and implement them.
(b) Assist and promote other Executive and Cabinet members and chapters to find sponsors for Fraternity and Sorority Life Events.
(c) Update IFC page on the CSU Fraternity and Sorority Life Website as needed.
(d) Lead efforts in the social media arena to create a stronger presence on campus.
(e) Work closely with all positions on IFC to help promote their events.
(f) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
Article III. Selection of Executive Council

Section 3.01 The election of the Executive Council officers shall be completed prior to Winter Recess each academic year.

(a) Applications and job descriptions will be made available at the predetermined Interfraternity Council meeting by the Executive Council and sent out to all member chapters.

(b) Applications will be due on a date communicated by the Executive Council and applications must be turned into the FSL Office.

Section 3.02 Slating Committee

(a) The Executive Council will form a selections committee to review all application materials and conduct all slating interviews two weeks prior to elections.

(b) The Selections Committee shall consist of:

1) Interfraternity Council Advisor
2) Executive Council President
3) Executive Council officer of the position being interviewed.
4) Two representatives from a pool of selected members from the Interfraternity Council to be named by the Executive Council; they will be known as the Members at Large. These two shall be volunteers that are currently not serving on the Executive Council of their own chapters. If more than two men volunteer, the Executive Council will select two.

(c) The representatives cannot currently hold an executive position other than the committee members listed above.

(d) The Executive Council President will be the chair of the committee.

(e) The Selections Committee will interview all candidates and vote for the best candidate for each position. This will be known as the slate.

Section 3.03 Slating

(a) The slate will be announced at a predetermined Inter-fraternity Council meeting after all candidates have been interviewed.

(b) The slate announced to the Inter-fraternity Council will simply be a recommendation.

(c) During the announcement, the Selections Committee will explain their reasons for choosing the slate, highlighting reasons for being most qualified.

Section 3.04 Elections Meeting

(a) All candidates running for the Executive Council positions will be announced to the Inter-fraternity Council at a pre-determined date prior to the elections meeting.

(b) At the elections meeting, all candidates for each Executive Council positions will present his platform (e.g. in the form of a speech) to the Inter-fraternity Council with a three minute time limit.

(c) Each candidate will be allowed up to two supporting spokespersons for his position, each with a two minute time limit. The Executive President will be responsible for distributing each applicant's application to each chapter that requests specific applications.

(d) Each candidate must leave the room during the supportive speeches after answering questions from the floor.

(e) The floor will then be opened for discussion on each of the candidates by the entire Inter-fraternity Council. This will occur for each respective Executive Council position.

(f) A Majority vote from the Inter-fraternity Council is required to accept the whole slate, or individual candidates if the GA so chooses.

(g) If a majority vote is not attained, the top two vote-getters will have a runoff election in which a majority will be necessary.

(h) Voting shall be done by ballot.