

Interfraternity Council
Officer Bylaws
California State University, Fresno

All IFC Executive Board Member must attend all IFC meetings, unless otherwise agreed upon with the IFC President. All IFC Executive Board Members are to transition the newly appointed officer in their position

ARTICLE 1 - OFFICER RESPONSIBILITIES

Section 1 Duties and Responsibilities of the Executive Board Members

a. President

1. Assumes the general executive authority of the IFC as delegated to him in the bylaws and by the Council.
2. Preside over all IFC Council meetings.
3. Be the official representative for the IFC.
4. Oversee all activities of IFC as a council
5. Oversee each of the officers on the IFC Executive Council and direct them as needed.
6. Immediately communicate changes in policies and regulations from the University to the Executive Board
7. Enact restrictions and requirements with subsidiary consequences as needed within reason.
8. Act as the liaison between the Interfraternity Council, Panhellenic Council, The National Pan-Hellenic Council, and The United Sorority and Fraternity Council.
9. The president does not have any voting rights, unless in the event of a tie.

b. Vice President

1. Preside over meetings in the IFC President's absence and assume the obligations of the IFC President in such an event. Serve on the recruitment committee and will preside over the judicial board.
2. Aid the IFC President in whatever capacity is applicable.
3. Manage all personnel matters, mediating any and all internal affairs
4. Assume responsibility for the investigation of complaints against the IFC or its member chapters, and report the findings to the IFC Executive Board.
5. Serve as Chief Investigator for the IFC Standards Board.
6. Interpret the IFC Constitution.

c. Treasurer:

1. Maintain current and accurate records and ledgers on all financial transactions of the IFC.
2. Is responsible for collecting and disburse all funds approved by the IFC.
3. Will co-sign all financial account transactions.
4. Shall propose an IFC financial statement for each semester on or before the last meeting of the fall semester after elections, and within four (4) weeks of the completion of the spring semester. As well as submit a proposed budget for the upcoming fiscal year within four (4) weeks of January 1 and two (2) weeks within the first official day of classes for

the fall semester. All budgets must be submitted to the Executive Board as well as each member fraternity.

d. Secretary

1. Keep a digital copy of the meeting minutes.
2. Document, maintain, and distribute all information discussed during meetings.
3. Ensure that Presidents and/or chapter representative present receives copies of all significant information documented during each meeting.
4. Preserve and maintain all IFC documents, letters, and correspondence received.
5. Send the minutes from each meeting to all presidents within 24 hours of the meeting.

e. Recruitment Chair

1. Is responsible for ensuring that all the recruitment events are planned well in advance.
2. Is responsible for maintaining the master list of PNM's contact information collected by IFC.
3. Ensure that PNMs are contacted and invited to fraternity information nights and orientation.
4. Attend all IFC sponsored recruitment events.
5. Provide recruitment education and resources to fraternities who are in need of assistance
6. Host IFC information nights leading up to recruitment.
7. Oversee compliance with recruitment rules and provide a digital document of the recruitment bylaws to each chapter's recruitment chair.
8. With the recruitment committee review each chapter's recruitment videos.
9. Is responsible to approve all recruitment events.

f. Scholarship Chair

1. Collect and distribute information about campus academic services
2. Ensure promotion of scholastic achievements.
3. Host an academic celebration event.

g. Programs Chair

1. Host a minimum of one philanthropy event each semester for IFC fraternities to participate in.
2. Coordinate all IFC sponsored philanthropy and community service projects.
3. Coordinate an IFC presence at all IFC fraternity philanthropic events.
4. Establish working relationships with charitable organizations.

h. Public Relations Chair

1. Develop and execute a public relations and social media strategy.
2. Each semester, organize minimum of one event or work with another officer to put on an event for positive media exposure.
3. Track and promote all events of IFC and member fraternities.
4. Collect and disseminate information on the fraternity community to all campus and community media sources.
5. Work to further develop the various IFC publications and outreach programs.