

2024 – 2025 Multicultural Greek Council Executive Officer Application

- Applications are due October 14, 2024 by 4:00 PM in the Fraternity & Sorority Life office (LBJ 410) or emailed to mgc@txstate.edu

- Requirements for being on the Multicultural Greek Council Executive Board
 - Minimum GPA of 2.25 previous semester and a Texas State cumulative GPA of 2.5
 - Good standing with your chapter
 - Multicultural Greek Council meetings are every other week and mandatory
 - Meetings are held Mondays at 5 pm.
 - **If selected**, you will need to put these mandatory events on your calendar (can be subject to change):
 - Multicultural Greek Meeting/Elections: October 21, 2024 (MGC Election) at 5:00 pm in LBJSC 322
 - All Council-sponsored events and programming

Be aware of Article VII Officers in the Constitution of the Multicultural Greek Council at Texas State University.

- **Article VII-1C.** No person serving as president of his or her organization may serve as President of the Multicultural Greek Council.
- **Article VII-2:** Officers shall serve from November to November of one year with a transition period scheduled during November. New officers will be installed no later than the last general assembly meeting.
- **Article VII-1D.** Neophytes are **not** eligible to run for Executive Board positions. Exceptions will be granted at the discretion of the MGC Executive Board.

MULTICULTURAL GREEK COUNCIL EXECUTIVE OFFICER ELECTIONS – APPLICATION

Please turn in by **October 14, 2024** at 4:00 PM to the FSL Office **OR** email to mgc@txstate.edu.

Name: _____

Chapter: _____

Student ID: _____

Semester/Year Joined: _____

Current Address:

Major: _____

Classification: _____

Telephone: _____

Expected Graduation Date: _____

TXST Email: _____

TXST GPA: _____

Rank the positions you are interested in. You may choose to rank all positions (1 being your top choice and 5 being your least.)

___ President

___ VP of Event Planning

___ VP of Operations

___ VP of Recruitment

___ VP of Communications

Please answer the following questions – you may submit a separate page with responses if you'd like:

1. Are you employed? Yes / No
 - a. If yes – how many hours per week?

 - b. How flexible is your working schedule?

2. List your previous and current leadership positions (in your chapter and other organizations):

3. Will you have any leadership positions in your chapter in the upcoming year? If so, which ones?

4. What interests you in the Multicultural Greek Council Executive Board?

5. What are some of your future goals, activities, and projects for the Multicultural Greek Council?

6. What does your ideal FSL community look like?

I am willing to have my name submitted for the offices I have listed and understand the duties of each. I also authorize the Multicultural Greek Executive Board to review my academic records for the purposes of verification of my scholastic average.

Applicant Signature: _____ Date: _____

**By signing you acknowledge the applicant is in good standing with your Chapter and a good representation of the Multicultural Greek Community.*

Chapter President Signature: _____ Date: _____

Executive Board Position Responsibilities

Council President Shall:

1. Preside over meetings and enforce the constitution of the Multicultural Greek Council at Texas State University in accordance with Robert's Rules of Order.
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Appoint all committee chairpersons not otherwise provided for in the constitution of the Multicultural Greek Council at Texas State University.
4. Serve as the official representative for the Multicultural Greek Council at Texas State.
 - a. Is authorized to speak on behalf of the council.
 - b. Attend all FSL & University meetings, forums, etc. on behalf of MGC
 - c. Should the MGC President be unable to attend a meeting, the Vice President of Operations will speak on behalf of the council.
5. Serve as the point of contact and act in the matter of all emergency issues.
6. Request the removal of any person from the council meeting with due cause.
7. Not have a vote unless in the event of a tie.
8. Initiate projects and programs as deemed necessary for the welfare of the council.

Vice President of Operations shall:

1. Assume the duties of the President in their absence.
2. Be knowledgeable of the constitution, bylaws, and other regulations of the council.
3. Notify member organizations of potential fines.
 - a. Notification will include reason for fines, total amount due, and reminder of due date as defined by the MGC Bylaws.
4. Keep an accurate account of all money received and imposed by MGC.
5. Disburse money to appropriate parties as soon as receipts/ invoices are received & provide receipts for all money transactions on behalf of MGC.
6. Prepare a budget for each semester by the end of the prior semester.
7. The budget shall be approved by the Executive Council by the second meeting of each semester.
8. Present a financial report at each General Assembly meeting.

Vice President of Communications shall:

1. Preside over the General Assembly meetings in the absence of the President and Vice President of Operations.
2. Set and reserve all meeting rooms for MGC Council meetings and events.
3. Maintain accurate minutes of all meetings, which shall include the following information:
 - a. Every motion, and the second to each motion with the name of the representative and respective organization.
 - b. The action taken on the motion including the tabulation of the votes.
 - c. Date, time, and place of the next MGC Council meeting.
4. Distribute minutes of the MGC Council meetings to the representatives no more than 48 hours after the MGC Council meeting.
5. Maintain a roster, in conjunction with the Fraternity & Sorority Life office, with contact information for all MGC officers, all member organization representatives, alternates, Presidents, Chapter Advisors, and Faculty/ Staff Advisors.
6. Monitor and create content for the MGC social media accounts.
7. Coordinate all promotional activities and materials for recruitment and any other MGC events.

Vice President of Event Planning shall:

1. Help plan and coordinate events for the council including, but not limited to, MGC Showcase, MGC Convocation, and any other events.
2. Plan and coordinate service and philanthropic events for the Council across their term.
3. Coordinate and execute any additional social events for the MGC.
4. Track participation in MGC-sponsored events.
5. Ensure council representation within the San Marcos community and TXST community as it relates to service initiatives, philanthropic events, and volunteer opportunities.

Vice President of Recruitment shall:

1. Plan and coordinate recruitment events for the council including but not limited to, MGC Showcase, MGC Convocation, MGC Premiere and any other events.
2. Manage Responses to the MGC interest form on the Texas State Website.
3. Increase Council-wide recruitment efforts throughout the semester including NSO, Bobcat Days, and MGC or other FSL hosted events.