



House Corporation and House Director Policy

1. Purpose. The purpose of this policy is to provide guidelines regarding Delta Gamma House Corporations and House Directors.

2. Applicability and scope. This policy addresses the structure of Delta Gamma House Corporations, as well as rules, fees and procedures to be followed by their boards, along with House Director requirements.

3. Effective date. This policy is in effect immediately.

4. References/Affiliations. Refer to the Delta Gamma Fraternity Constitution, the House Corporation Handbook, the House Corporation Operations Manual and the House Corporation Employment Committee Handbook.

5. Responsibilities.

a. Collegiate Chapter Officers and Advisers. Collegiate Chapter Officers and Advisers shall be responsible for adherence to this policy by their chapter and their members, as well as by the House Corporation for their chapter.

b. House Corporation Officers. House Corporation Officers shall be responsible for ensuring their boards are in compliance with this policy.

6. Policy Statements.

a. A House Corporation board member is elected for a two-year term and may serve no more than three consecutive terms on the house corporation board without a full two-year term rotation off the board. An officer may serve no more than four years in any one position.

b. The collegiate chapter president, vice-president: finance, director: house management, advisory team chairman, and local alumnae chapter president serve as ex-officio voting members of the House Corporation. All ex-officio voting members of the House Corporation should attend all House Corporation meetings.

c. The House Corporation president shall appoint as chairman of the Employment Committee an elected director of the House Corporation Board. The committee shall consist of the chairman, the advisory team chairman, and one

collegiate member of the House Corporation board appointed by the collegiate chapter president. The duties of the Committee shall be to hire, train and hold a yearly performance review of the House Director. The committee will share recommendations with the House Corporation regarding any changes to payroll activity prior to the House Corporation budget approval. Employee Management Service ("EMS") may be hired to carry out these responsibilities.

d. In the formation of a House Corporation, the "Model Articles of Incorporation and Code of Regulations or Bylaws" designated by Council must be followed, unless in conflict with state laws.

e. All House Corporation Bylaws and/or Articles of Incorporation of the House Corporation must include a reversionary clause stating that the net assets of the corporation will revert to the Fraternity in the event of dissolution of the House Corporation.

f. All House Corporations will schedule their Annual House Corporation meeting on or around the collegiate chapter's Founders Day or in the spring semester/term of the collegiate chapter. The annual meeting notice is to be printed in the winter ANCHORA or communicated to the entire house corporation membership.

g. All Delta Gamma House Corporations will use the services of the Fraternity Housing Corporation ("FHC") and will follow the Delta Gamma Fraternity Constitution, policies and procedures. They will adopt House Corporation Model Bylaws or Code of Regulations to include any local or state ordinances.

h. All property occupied by collegiate chapters shall be owned, rented and/or maintained by a local House Corporation, an LLC whose sole member is FHC, or the Fraternity Management Corporation ("FMC").

i. House Corporation fees are based on the type of facility; live in facilities \$150.00 per member, lodges or Panhellenic suite or apartment \$75.00 per member, no specifically assigned space other than storage \$50.00 per member, and Alumna initiates \$50.00 per member. Full payment of the House Corporation fees must be made by the end of the fiscal year.

j. A House Corporation fee paid during the new member term will not be refunded if the new member's membership is terminated.

k. The House Corporation may charge a late fee on any payment due from the chapter if that payment is at least thirty (30) days overdue.

l. Delta Gamma House Corporations or the FMC shall charge collegiate chapters rent, chapter obligation, and/or payroll which is sufficient to pay all known

expenses, such as but not limited to debt retirement, mortgage/rent to landlord, storage unit rental, insurance, taxes, general maintenance, accounting, miscellaneous office expenses, wages, payroll taxes, and payroll preparation.

m. When a House Corporation enters into a loan with a local financial institution, the local source will be the first mortgage. Fraternity loans are typically the second mortgage on a property. The Fraternity, FHC, or FMC will not enter into a third mortgage position. The interest rate charged for a Fraternity, FHC or FMC loan will be the market rate as defined by the Fraternity Finance Committee when the loan application is received and will be applicable for a three month period.

n. Before a House Corporation proceeds with a major project (i.e., new construction, major renovation, significant changes to the house or property), a financial feasibility study, construction or project plans, and a financial pro-forma may be required by the Major Projects Building Committee for review with a recommendation to Council for final approval.

o. All house corporation owned properties shall complete a total property assessment by an approved vendor once each 5 years. A copy of the findings shall be sent to the Office of Housing for safekeeping.

p. If any collegiate chapter requests, or the House Corporation offers, forgiveness of some or all of any debt owed then the chapter must first request and obtain a waiver from the Treasurer before such debt may be forgiven. Such request shall be required for forgiveness of any debt in excess of \$1500.00.

q.. All Delta Gamma owned or leased living units shall have a live in house director unless a Resident Assistant is provided by the university. Chapters with limited residency may be granted a waiver from the Treasurer. The House Director/Resident Assistant shall live in the house seven nights per week while women are residing in the house. In case of the House Director's absence for any reason, a satisfactory substitute approved by the House Corporation Board or the Employment Committee will be provided by the House Director.

r.. The House Director shall be hired by the Employment Committee and shall be employed under the model House Director Employment Agreement with additions for local or state ordinances. The Employment Committee or EMS shall hold an annual review with the house director.

7. Definitions

a. Employee Management Service. Employee Management Service (EMS) is an optional program which exists to help house corporations recruit and interview potential employees, provide training, handle performance reviews, negotiate contract renewal, and offer a dedicated HR consultant on employee issues.

b. Fraternity Housing Corporation. Fraternity Housing Corporation (FHC) ensures that standard accounting procedures are incorporated by local house corporations and to assist with tax return completion, payroll processing, accounts payable and receivable payments, insurance program administration, and human resource consulting.

c. Fraternity Management Corporation. Fraternity Management Corporation (FMC) serves collegiate chapters who currently have no house corporation board and no Delta Gamma house. These chapters typically have a storage unit, room on campus, or suite. FMC will act in place of the local house corporation and work directly with the collegiate officers and advisors to purchase items needed for their room or suite.

8. Policy Proponent and Exception Authority. The proponent of this policy is the Treasurer.

Approved by Council _____