



DELTA GAMMA
FRATERNITY HOUSING CORPORATION
for hope. for strength. for life.

House Corporation
Secretary

Resource Information

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Welcome

The following packet is provided to you to help ensure accurate record keeping of your house corporation, both at the local level and at FHC.

This packet will give explanations and examples to assist you with the office of house corporation secretary. Your assistance in following the various guidelines will make your job *easier* and aide FHC in making sure all records are up-to-date and accurate.

We here at FHC look forward to working with you. If you have any questions about your position or anything in this packet, please contact FHC at 614-487-5599 or email FHCReports@deltagamma.org .

Thank you for all you do for your house corporation!

Sincerely,

FHC
FHCReports@deltagamma.org
614-487-5599

Record Keeping

According to the Model Bylaws or Code of Regulations:

It shall be the duty of the secretary:

- A. To keep the minutes of the Corporation meetings, and the meetings of the Board, and be responsible for all other corporate records.
- B. To issue notice of all meetings held by the Corporation and the Board.
- C. To maintain a list of the members of the Corporation with their last known addresses, and issue Certificates of Life Membership.

Minutes and Corporate Records

Bylaws

- Review and update house corporation bylaws every five (5) years or adopt any new model bylaws as directed by Council.
- After revisions have been made, forward to the RHS for review. If she gives her approval of the revisions, vote on the revisions at an annual meeting. The HC minutes must reflect the vote.
- Send a copy of the minutes and bylaws to your RHS and FHC (FHCReports@deltagamma.org). These should also be signed and a copy uploaded to eOps+ under the task "Upload House Corporation Bylaws."

House Corporation Minutes

- Essential in telling the story of the corporation, what has been approved to be done, what will be done, HC officers, etc.
- Hold at least four regular meetings during each fiscal year, with the chapter president, chapter vice-president: finance, chapter director of house management, advisory team chairman, and local alumnae president in attendance.
- Hold an annual meeting of the house corporation membership on or around the collegiate chapter's Founders Day. If not possible, the meeting should at least be in the spring semester/quarter of the collegiate chapter to enable the entire collegiate chapter membership to attend.
- All members of the corporation who have paid the house corporation fee (either through initiation or joining the board) must be notified of the meeting's date, time, and location pursuant to the corporation's bylaws. This can be accomplished through an advertisement in the Fraternity magazine, the *ANCHORA*. The deadline for this submission is October 15th. You will receive an email in the fall with further instructions for submission.

*** It is essential that your RHS and FHCReports@deltagamma.org receive copies of updated bylaws and house corporation minutes within 30 days of the meeting!

House Corporation Board Contact Information

- Your RHS and FHCReports@deltagamma.org should receive an updated roster after the election of officers.
- Please note that all officer changes must be noted in the HC minutes to be officially changed on the roster. The minutes should also note that there was a motion, second, and the motion passed for the officer(s) to be elected in.
- Officers should be elected from the directors at the first meeting after the annual meeting for terms beginning July 1.

Certificates of Life Membership

- Certificates of Life Membership are the house corporation membership cards which are issued to those in good standing within the house corporation and have full voting rights.
- Certificates of Life Membership need to be provided for members of the collegiate chapter upon final payment of the house corporation fee.
- Certificates of Life Membership must be signed by the House Corporation President.
- Certificates of Life Membership can be obtained by contacting FHC and are offered free of charge. Please specify the number of certificates you would like and the address they should be sent to.

Other Important Information

- If the House Corporation Board does not have a House Corporation Secretary, the duties of the House Corporation Secretary will fall under the House Corporation President unless specified otherwise.
- Various forms and documents are available online. These can be accessed by going to the Delta Gamma website, clicking on the Library tab at the top right and type in house corporation secretary information.

Suggested Agenda for the House Corporation Annual Meeting

All house corporations should schedule their house corporation Annual Meeting on or around the collegiate chapter's Founders Day. If this is not possible, the meeting should at least be in the spring semester/quarter to ensure the entire collegiate chapter membership is able to attend. Notification of the Annual Meeting is required to be sent to all members of the house corporation and is typically done by placing an ad in the *ANCHORA*. This is submitted via a link that is emailed from FHC in mid-September and is due by October 15. There is a \$50.00 fee associated with publication.

The annual meeting agenda is part of the standing rules found in the bylaws.

Agenda

1. Appointment of committee to approve annual meeting minutes
2. Reading of the minutes of the previous annual meeting and report of committee attesting to correctness
3. Treasurer's report
4. Reading of annual reports
5. Unfinished business
6. New business
7. Election of house corporation directors
8. Vote to approve new or revised bylaws, which have been reviewed and approved by the Regional Housing Specialist
9. Vote to approve sale or placement of a lien against existing chapter facilities or purchase of new facilities
10. Adjournment

*** The bylaws should contain specific instructions or rules governing the annual meeting.

Sample Outline of House Corporation Board Meeting Minutes

[Chapter] House Corporation Board Meeting
[Date, Time, Place]

In Attendance

[Include names and office held.

Include any guests such as the HD or committee members.

Note if a quorum was present or not.]

Call to Order

The meeting was called to order by [name] at [time].

Approval of Minutes

The minutes from the [date] board meeting were read by [name]. [Name] made a motion to approve the minutes as read, motion seconded, motion passed.

Treasurer's Report

[Name] gave the treasurer's report. The cash balance at the Fraternity Housing Corporation (FHC) is [amount]. The available cash is [amount]. The [local account] has a balance of [amount]. The financials were reviewed and budget discussed.

Old Business

New Business

Any votes require a motion (name listed) and a second.

[Note: for motions, the motion itself needs to be recorded in full in the minutes and then there needs to be a second before any discussion is had. Then a vote is taken and the outcome (carried, failed or tabled) needs to be recorded.]

Next Meeting

The next meeting will take place at [place] on [date] at [time].

Adjournment

[Name] moved to adjourn the meeting at [time], motion seconded, motion [outcome].

Respectfully submitted,

[Name]

[Office]

Copies to Board members, RHS, and FHC (FHCReports@deltagamma.org)

Example House Corporation Meeting Minutes

Alpha House Corporation Board Meeting
April 3, 2018 at 7:00 pm

In Attendance

Present:

Minnie Red– HC President
Jasmine Purple– HC Secretary
Belle Pink– HC Treasurer
Aurora Blue – ATC
Alice Yellow – Chapter President
Ariel Green – Chapter VP Finance
Nala Brown – Director of House Management
Bambi Beige – Member-at-Large
Daisy Orange – Alumnae President

A quorum was present.

Absent:

Anastasia Black – HC Vice President

Call to Order

The meeting was called to order by Minnie at 7:00 pm. Refreshments and snacks (cookies and punch) were served.

Approval of Minutes

The minutes from the February 18, 2017 board meeting were read by Jasmine. Aurora made a motion to approve the minutes as read, the motion was seconded, the motion passed.

Treasurer's Report

Belle gave the treasurer's report. The cash balance in the Fraternity Housing Corporation (FHC) account was \$36,512. The total net assets are \$18,413.81. The Chase CD has a balance of \$4,312.03.

Old Business

- a. Summer projects – Presentation of new formal room furniture and new dining room table. The proposed options are under budget, so decorations may also be purchased. The chapter is responsible for selling the current pieces of furniture.
- b. Wireless update – The new service provider has much faster internet speeds. The women seem very pleased.
- c. Rituals equipment – Anastasia has emailed a price quote to the board from Aladdin's Rentals to purchase curtains. The estimated cost to purchase 4 curtains is \$386 with tax. Ariel made a motion to purchase the curtains, the motion was seconded, the motion passed.

New Business

- a. HCB purchased parking permits for chapter members. The permits are \$10 each and will not expire for 2 years. These will be distributed to chapter members at the next meeting. Chapter members will be able to purchase an additional parking permit (\$20) if theirs becomes lost.
- b. The Annual Agreement between the chapter and house corporation was signed in eOps+ by the vp: finance, RFS and HC Treasurer.
- c. HCB and chapter officers discussed the chapter wish list. These items include:
 - i. 2 air conditioners – \$1400 per unit
 - ii. Picture frames – dining room and hallway
- d. HC Secretary Jasmine Purple is resigning her position due to her upcoming wedding and new job. Bambi Beige has volunteered to take the position of HC Secretary. Belle made a motion to approve. Motion was seconded, the motion passed. Jasmine and Bambi will meet at a separate time in order to do officer transitioning.

Next Meeting

The next meeting will take place at the home of Belle on August 15, 2018 at 7:00pm.

Adjournment

Aurora made a motion to adjourn the meeting at 8:15pm, the motion was seconded, motion passed.

Respectfully submitted,

Jasmine Purple
Alpha HC Secretary

Copies to Board members, RHS, and FHC (FHCReports@deltagamma.org)

eOps+ Tutorial for House Corporation Meeting Minutes

Uploading Meeting Minutes:

1. Log onto eOps+
[https://eopsplus.deltagamma.org/\(S\(m0beuqngtlpqf2bqgoaqx10q\)\)/PortalLogin.aspx](https://eopsplus.deltagamma.org/(S(m0beuqngtlpqf2bqgoaqx10q))/PortalLogin.aspx)
2. Go to Calendar, located on the left side navigation.
3. To upload the minutes, you must first add a meeting to the calendar by clicking on the small calendar icon toward the top of the page with the green plus sign.
4. Choose the Calendar Entry type from the drop down – there are four options for house corporations.
5. Enter in the begin date and any other pertinent information about the meeting.
6. Click save and then return to the calendar.
7. The meeting minutes will now show due 30 days from the meeting. So, if your meeting is on Nov. 18, the task to upload the minutes will show on Dec. 18. Go to December 18 and click on “Upload HC Meeting Minutes.”
8. Fill in all the pertinent information and then click on browse and locate the minutes. Once it’s located, click “open.”
9. Click on “Save this Form and Submit.”
10. Repeat steps 8 and 9 for any additional files.

Viewing Meeting Minutes:

1. Log onto eOps+
[https://eopsplus.deltagamma.org/\(S\(m0beuqngtlpqf2bqgoaqx10q\)\)/PortalLogin.aspx](https://eopsplus.deltagamma.org/(S(m0beuqngtlpqf2bqgoaqx10q))/PortalLogin.aspx)
2. Go to Tasks and then Completed Tasks
3. Select Show All Tasks
4. Select “Upload HC Meeting Minutes” from the drop down
5. Select “All This Year”
6. Select the HC from the dropdown menu
7. Minutes submitted will be listed.
8. Click on the Submitted Form title on the left side (Upload HC Meeting Minutes)
9. A PDF will open. To open, click on the little icon in the middle that looks like a paperclip.

Office of Housing Staff Contact Information

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2018 - 2019 Housing Team

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