

# You're President - Now What?

House Corporation Summit  
2020



# Agenda

- Board Governance
- Annual Procedures
  - Annual Meeting
  - Meeting Minutes
- Recruiting New Board Members
- Your Support System

# Board Governance

- **Set the tone; you are the visionary board member**
- **Make sure people have what they need to be successful**
  - Be aware of resources
  - Be aware of the history of the house
- **Build relationships**
  - Chapter
  - Advisory team
  - Regional Housing Specialist
- **Set the agenda; prepare for meetings**
  - 4 meetings for housed groups and the Annual Meeting each fiscal year
  - 2 meetings for unhoused groups and the Annual Meeting each fiscal year

# Annual Procedures

- Annual Meeting
- Bylaws
- Annual Report
- New Member Meeting

# Annual Meeting

- Held in the spring term
- All initiated members of the chapter must be notified
  - Should be announced in the *ANCHORA* – submission deadline of October 15 via Anchorbase task
  - All collegians who have paid the total house corporation fee may vote
- Elections
  - Elections *can be* held at this meeting
  - **New officer roster must be reported via Anchorbase by April 15**
- Any vote to take out a loan, buy or sell property or dissolve the corporation must take place at the Annual Meeting per the bylaws

# Minutes

- **Responsibility of the board secretary**
- **Minutes should:**
  - Include the name of the HC
  - Include a list of all those in attendance and their titles
  - Give a snapshot of the meeting
  - Cover important takeaways
  - Think of those not in attendance and list them
  - Avoid opinions and just record the facts
- **Essential to include:**
  - Type of meeting
  - Date and time meeting began and adjourned
  - Record of the results of any elections
  - Motions made and if they passed
- **Submit via Anchorbase task**

# Bylaws

- Reviewed and voted on annually
- Adopt any new bylaws and amendments made by DG General Counsel
- Prepare amendments for vote at Annual Meeting
- Model bylaws can be found in the Library for housed and unhoused

## Model Bylaws or Code of Regulations For Delta Gamma House Corporations

This model should be adopted by your house corporation. A local attorney may be consulted if there are specific requirements governed by the laws of your state. If it is necessary to make changes, prior approval of your Regional Housing Specialist must be obtained.

### ARTICLE I. NAME

The name of this corporation shall be \_\_\_\_\_ House Corporation of Delta Gamma Fraternity.

### ARTICLE II. PURPOSE]

This corporation is chartered by the State or Province of \_\_\_\_\_, not for profit, and with the objective, first and foremost, of establishing and providing a suitable social environment for its collegiate chapter of Delta Gamma Fraternity, by, but not limited to, owning, equipping maintaining, and managing a chapter house

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# Annual Report

- **Each house corporation must submit an Annual Report via Anchorbase by June 30**
- **Information from the reports is used to communicate to Council**
  - Picture upload
  - Building classifications
  - Number of rooms, beds, capacity, cost
  - Appraisal values: structure, furniture/equipment
  - Officer information: date of incorporation, date of annual meeting, number of board meetings held, involvement of collegians
  - State of the House Corporation
    - Accomplishments and challenges
    - Bylaws

# New Member Meeting

- **A representative from the house corporation should meet with the chapter's new member class each year**
  - Sample program in the House Corporation Handbook
- **Explain:**
  - What is a house corporation?
  - Who is on the house corporation board and what do they do?
  - What are the expectations of using the chapter space?

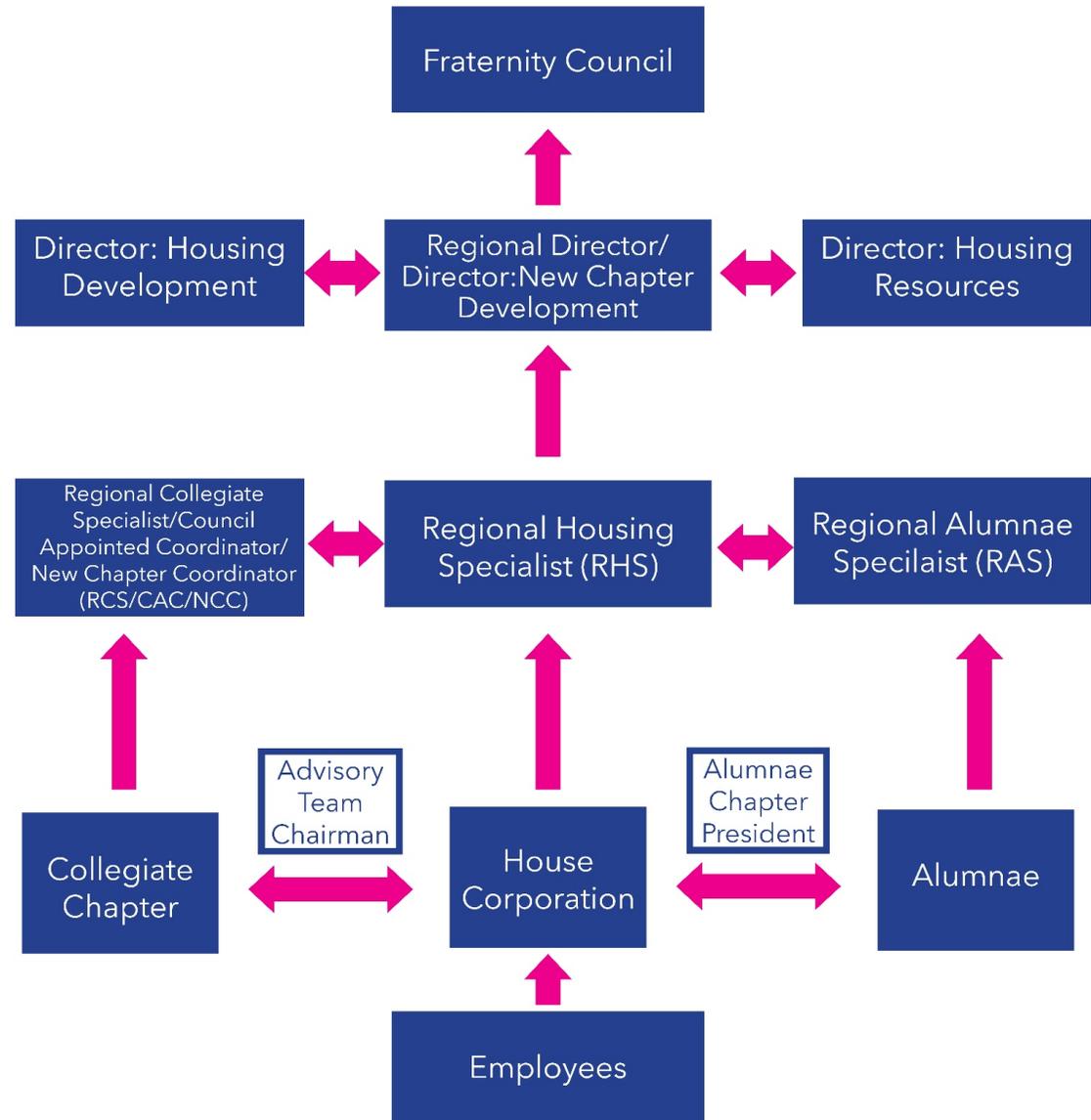
# Recruitment New Board Members

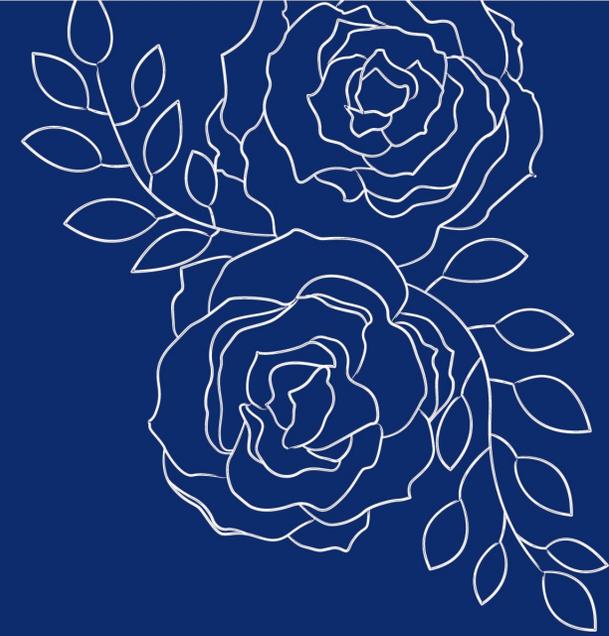
First, answer: why should people want to be involved?

Start local  
Loop in your RHS

# Your Support System

## Housing Organizational Chart





*Questions?*

