



## 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 Housing Manual and 8.2 Housing Premises Policy.

**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 (as applicable).
- b. House corporation officers. House corporation officers shall be responsible for ensuring they and their boards are in compliance with this policy.

**6. Policy Statements.**

- a. Board terms. A house corporation board member is elected for a two-year term and may serve no more than three (3) consecutive terms on the house corporation board without a full two-year term rotation off the board.
- b. Conflict of Interest. No one who is related to a current employee of the house corporation may serve as a house corporation board member during the time of their relative's employment.

- c. Ex-Officio Members. The collegiate chapter president, vice-president: finance, director: house management and advisory team chair 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.
- d. Employment Committee. The house corporation president shall appoint as chair of the Employment Committee an elected director of the house corporation board. The committee shall consist of the chair, the advisory team chair and one collegiate member of the house corporation board appointed by the collegiate chapter president. The duties of the Committee shall be to hire and train the house director and other employees and provide feedback for the annual performance review(s).
- e. Alumnae Removal and House Corporation. Should an alumna be removed as an adviser from the collegiate advisory team, an officer/director from the alumnae chapter or a director/officer of the house corporation, they may not serve on the house corporation board without a full two-year term rotation off from the house corporation board.
- f. Bylaws/Code of Regulations. In the formation of a house corporation, the Model Articles of Incorporation and Code of Regulations or Bylaws designated by the Council must be followed unless in conflict with state laws.
- g. Revisionary Clause Requirement. All house corporation bylaws and/or Articles of Incorporation 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.
- h. Annual House Corporation Meeting. All house corporations will schedule their annual house corporation meeting on or around the collegiate chapter's Founders Day or during the spring semester/term of the collegiate chapter. The annual meeting notice is to be communicated through the Delta Gamma website to satisfy IRS regulations.
- i. Fraternity Housing Corporation Service Use. All Delta Gamma house corporations will use the services of the Fraternity Housing Corporation ("FHC") and Employment Management Services ("EMS").

They will also follow the Delta Gamma Fraternity Constitution, policies and procedures. They will adopt the most current House Corporation Model Bylaws or Code of Regulations to include any local or state ordinances.

- j. Occupied Property. 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").
- k. House Corporation Fees. 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.
- l. Housing Fees. Delta Gamma Fraternity House Corporation, Fraternity Management Corporation or Limited Liability Corporation shall charge members an amount sufficient to pay all known housing expenses, such as but not limited to mortgage, rent to landlord, payroll, board, chapter obligation, utilities, debt retirement, storage unit rental, insurance, taxes, general maintenance, administrative costs (e.g., accounting, EMS services, greekbill fees), miscellaneous office expenses, wages, payroll taxes and payroll preparation. These fees will be invoiced/paid through the Fraternity's approved accounting system.
- m. Mortgages. 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 when the loan application is received and will be applicable for a three-month period.
- n. Major Project Process. 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 plan, and a financial proforma are required by the Major Projects Building Committee.

- o. Debt Forgiveness. If any collegiate chapter requests that the house corporation board forgive some or all of any debt owed, the chapter must first request and obtain a waiver from the Fraternity Treasurer before such debt may be forgiven. Such request shall be required for forgiveness of any debt in excess of \$1500.00.
- p. House Director/Resident Assistant. 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 request a waiver of this policy from the Fraternity Treasurer. The house director/resident assistant shall live in the house seven (7) 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, the Employment Committee or the Office of Housing (LLC/FMC chapters) will be provided by the house director.
- q. House Director Employment. The house director shall be hired by the Employment Management Service in consultation with the chapter Employment Committee and shall be employed under the model House Director Employment Agreement with additions for local or state ordinances. EMS shall hold an annual performance review with the house director with input from the chapter's Employment Committee.
- r. Timeliness of Duties. The duties of the House Corporation outlined in this policy shall be accomplished in a timely manner to meet required deadlines.

## **7. Definitions**

- a. Employee Management Service (EMS). Employee Management Service is an optional program that exists to help house corporations recruit and interview potential employees, provide training, handle performance reviews, negotiate contract renewal and offer a dedicated Human Resources consultant on employee issues.
- b. Fraternity Housing Corporation (FHC). Fraternity Housing Corporation 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 (FMC). Fraternity Management Corporation serves collegiate chapters that currently have no house corporation board and no Delta Gamma house/facility. These chapters typically have a storage unit, room on campus, suite/room, townhouse, or university housing. 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.
- d. Limited Liability Corporations (LLCs). LLCs are chapters with Delta Gamma-owned property but without a local house corporation. These properties are owned and operated out of the Office of Housing.

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

Approved by Council 01/24