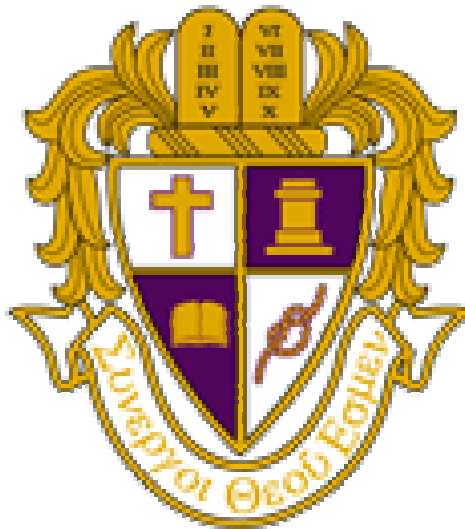


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# THE SIGMA THETA EPSILON HOUSING CORPORATION STANDARD

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Policies and Resolutions  
of the  
Sigma Theta Epsilon  
Housing Corporation

Prepared and Distributed by  
The Housing Corporation Board of Directors  
2005

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The purpose of the *Housing Corporation Standard* is to aid the National Housing Corporation Directors, House Management Teams and chapter stewards in remembering the policies of the fraternity adopted by the National Housing Board and to have be easily accessible. Policies are listed in the order they were adopted and not in any sort of categorization other than Financial, Communication, and Miscellaneous.

A specific policy will be designated according to the section it is located in. A policy dealing with Chapter User Fees could be designated as 1.01. After the policy is adopted, it will be added to the appropriate section and numbered at that time. The Appendix serves as a historical reference for policies that have either expired or been removed from the *Standard* by the National Housing Corporation. Changes shall be recorded under the appropriate section with the policy that was changed and the date that the change took place.

Chad A. Burdette  
National President/HC Board Member  
September 26, 2005

## **House Management Team Guidelines**

### **1.01 Composition**

- House Management Teams (HMTs) will be composed of a minimum of three people: the house manager/steward, as elected by the local chapter, and at least two alumni selected by the Housing Corporation (HC).
- The house manager/steward shall serve a year-long term, following the local chapter's normal election cycles.
- The alumni members of the HMT shall serve at the discretion of the HC.
- Alumni of the local chapter serviced by the HMT shall have preference over alumni of other chapters, but this is not a strict requirement. Alumni living within a reasonable distance of the chapter are to be preferred over other, more distant, alumni.
- The HC, at its discretion, may appoint more than two alumni members to the HMT.
- The HMT will select one of its members to act as the HMT treasurer.

### **1.02 Relationship to the Housing Corporation**

- The HC retains discretion over the creation of an HMT. The HC retains the right to choose to manage a chapter house directly, or hire an individual or company to manage the house.
- The HMT shall serve as a sub-unit of the HC, and all actions of the HMT are subject to veto by the HC.
- The HC may choose to provide compensation to the HMT.

### **1.03 Duties of the Housing Management Team**

- Collect rent and other fees from the occupants of the chapter house, and either forward the rents to the HC or deposit the rents directly into the HC's bank account.
- Oversee the daily maintenance of the local chapter house, other than tasks that are the responsibility of a third-party landlord according to a lease agreement. Such maintenance would include: snow removal, minor repairs such as broken windows or missing shingles, plumbing issues, interior painting, appliance repair, etc.
- Ensure that the chapter house is kept reasonably clean by the occupants. This may include, upon agreement between the HC and the local chapter, of the purchase of cleaning supplies.
- Select the occupants of the house. Local rules, if applicable, are to be followed by the HMT in assigning places in the chapter

house. The HMT may solicit non-fraternity members to live in the house if necessary.

- Ensure that all bills are forwarded to the HC for payment.
- Abide by all national fraternity and local university housing policies.

#### 1.04 **Duties Retained by the Housing Corporation**

- Purchase real estate.
- Negotiate and sign leases.
- Provide insurance.
- Provide for major repairs and capital improvements. This includes: new roofs, new surfaces on parking areas, exterior painting or siding, structural repairs or additions, and any other maintenance task costing in excess of \$500.
- Ensure that mortgage payments, lease payments, and bills are paid on time.
- Set the rent and other fees paid by the occupants.
- Supervise the activities of the HMT.

## **Chapter Use Fee**

### 2.01

Each Chapter managed by the Housing Corporation shall pay a Chapter Use Fee of \$20 per active brother, per year. The number of active brothers shall be based on the number of actives beginning with the fall quarter/semester of each year. The Housing Corporation will mail a notice to each chapter for the Fee by Oct. 1<sup>st</sup> of each year. The payment shall be sent by mail to the Housing Corporation Treasurer no later than Nov 1<sup>st</sup>.

## **Housing Reports**

### 3.01

Each Chapter house managed by the Housing Corporation is required to fill out a monthly Housing report. Submission of the report should be emailed to the Housing Corporation by the 1<sup>st</sup> day of each month.

## **Chapter House Expenses**

### 4.01

The Housing Corporation shall reimburse expenses incurred for the daily operation of properties owned or managed by the Housing Corporation. The House Manager and or House Management Team retain the exclusive right to make purchases for items relating to the operation of the house. All receipts must be mailed to the Housing Corporation treasurer by the 25<sup>th</sup> of each month for reimbursement. Reimbursement Checks will be mailed within 1 week upon receipt by the treasurer.

#### **Chapter house expense guidelines.**

- a. General supplies related to the operation of the house should be purchased for approximately one month at a time.
- b. There will be no stated spending cap for general supplies, provided that purchases are frugal and necessary.
- c. Miscellaneous expenses, supplies, & repairs that are not regarded as regularly purchased items can also be reimbursed, provided that approval for the purchase is given under the discretion of the HMT.

### 4.02

The Housing Corporation shall reimburse for expenses, supplies & repairs that are not regarded as regularly purchased items and are used for the maintenance and upkeep of the property. The limit for these items shall be \$250 per month, unless granted permission by the Housing Corporation. Funds are to be used conservatively and be used with agreement among the House Management Team.

### 4.03

The Housing Corporation shall create and maintain local chapter expense checking accounts for all chapters leasing property from the Housing Corporation. Each account shall be maintained to carry a balance of \$250 as of the 25<sup>th</sup> of every month. Account access and privileges shall be granted solely by the discretion of the Housing Corporation. Management of all accounts shall be the responsibility of the Housing Corporation CFO.

## **Major Expenses & Repairs**

### 5.01

The Housing Corporation must give approval for the purchase of large ticket items that total more than \$250. It is the responsibility of the HMT to submit requests for large ticket items to the Housing Corporation. Non-emergency requests should be submitted within the monthly Housing Reports when possible.

## **APPENDIX**

### Section 1 House Management Teams

- Adopted by the Housing Corporation board, March 18, 2004

### Section 2 Chapter Use Fee

- Adopted by the Housing Corporation board, August 5, 2004

### Section 3 Housing Reports

- Adopted by the Housing Corporation board, September 21, 2005

### Section 4 Chapter House Expenses

- Adopted by the Housing Corporation board, September 21, 2005
  - October 20, 2005: Removed “Refer to section 4.02 for miscellaneous expenses, supplies, & repairs that are not regarded as regularly purchased items.”
  - October 20, 2005: Removed “under terms of section 5.01”
  - October 20, 2005: Changed “Funds should be used conservatively” to “Funds are to be used conservatively”
  - March 13, 2006: Added Section 4.03

### Section 5 Major Expenses & Repairs

- Adopted by the Housing Corporation board, September 21, 2005