



Document # SP-BB-011	Title: Failure to Meet In-House Residence Requirement SOP	Print Date: [Date]
Revision # 0.0	Prepared By: Greg Speno	Date Prepared: 11/10/2016
Effective Date:	Approved By: Bryson Murray Active Chapter President	Date Approved:
	Approved By: Brian Brooks ACB Treasurer	Date Approved:
	Approved By: Charlie Maitz Chapter Advisor	Date Approved:
	Approved By: Karl Adrian ACB President	Date Approved:

Policy: This Procedure defines the process for financial considerations for members who do not live in the fraternity house for the required four semesters.

Purpose: The objective of the SOP is to standardize treatment of members who fail to live in-house for the required four semesters.

Scope: This procedure shall apply to every active and new member.

Ownership: The Alumni Corporation Board President owns this procedure.

Responsibilities:

- 1) The Active Chapter Vice President-Internal shall explain the SOP rules at the first meetings of the NM class and of the Active Chapter each semester.
- 2) The Active Chapter Recruitment Chair(s) and his designees shall ensure that each new member and the person(s) responsible for making his financial payments are aware of the SOP rules prior to each new member signing their “Memorandum of Agreement Between Delta Sigma Phi and New Member”.

Definitions:

- 1) ACB means Alumni Corporation Board.

Procedure:



A. PROCESS

- 1) Each member is responsible for living in-house for a minimum of four semesters.
- 2) In the event a member fails to meet the four-semester requirement by the end of their fourth semester at the University of Missouri (normally the end of their sophomore year) payment of \$500 for each semester below four lived in-house shall be due immediately.
- 3) In the event the member who has made payments per paragraph 2) lives in-house in any semester after their sophomore year, \$500 will be credited to their account for each complete semester lived in-house.
- 4) In the event a member wishes to never live in the house, a non-refundable \$2,000 payment shall be made along with the regular new member fees.
- 5) In addition to the above payments, any member who fails to meet the four semester in-house requirement shall forfeit his \$500 housing security deposit.
- 6) In the event there is insufficient in-house capacity for all members to meet the four semester requirement, the ACB President shall retain the right to rescind the payment requirements of paragraphs 2) through 5) in a manner as equitable as possible to all affected members.

B. SCHEDULE

- 1) All schedule information is described in section A.

C. AFTER ACTION REPORT

- 1) Within one week of the close of each semester, the Active Chapter President shall arrange a teleconference or meeting with the Alumni Corporation President and the Chapter Advisor. During that teleconference, a written log of lessons learned regarding the Program shall be created and used to further improve this process.
- 2) The Active Chapter VP-Internal shall publish the After Action Report within 30 days.



EFFECTIVENESS CRITERIA:

- All members have followed this procedure.

REVISION HISTORY:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.0			

SCHEDULE:

- Schedule information is imbedded in the text of this SOP.