



Document # <b>SP-BB-013</b>	Title: <b>Upperclassmen Benefits SOP</b>	Print Date: <b>[Date]</b>
Revision # <b>0.0</b>	Prepared By: <b>Greg Speno/Brian Brooks</b>	Date Prepared: <b>7/28/2017</b>
Effective Date:	Approved By: <b>Bryson Murray</b> Active Chapter President	Date Approved:
	Approved By: <b>Brian Brooks</b> ACB Treasurer	Date Approved:
	Approved By: <b>Tom Tisone</b> Chapter Advisor	Date Approved:
	Approved By: <b>Greg Speno</b> ACB President	Date Approved:

**Policy:** This Procedure defines concessions that the ACB is prepared to encourage upperclassmen to live in-house and to take leadership roles in the chapter. It also defines policies under which upperclassmen may opt out of the out of house meal plan.

**Purpose:** The objective of the SOP is to standardize potential benefits available to upperclassmen. The ACB believes that the chapter would benefit from more upperclassmen living in the house and that the upperclassmen would benefit from the leadership opportunities that would be available later in their college careers.

This SOP defines financial and other benefits offered to Juniors and Seniors to live in house.

The ACB also recognizes that some upperclassmen do not wish to use the out-of-house meal plan. This document provides the method to request an opt out from that plan.

**Scope:** This procedure shall apply to every Junior, Senior or Super Senior active member in good standing.

**Ownership:** The Alumni Corporation Board President owns this procedure.



### **Responsibilities:**

- 1) The Active Chapter President shall explain the SOP rules at the first meetings of the Active Chapter each semester.

### **Definitions:**

- 1) ACB means Alumni Corporation Board.
- 2) Junior means a member in the 5<sup>th</sup> or 6<sup>th</sup> semester of college as determined by the University of Missouri.
- 3) Senior means a member in the 7<sup>th</sup> or 8<sup>th</sup> semester of college as determined by the University of Missouri.
- 4) Super Senior means a member in the 9<sup>th</sup> or greater semester of college as determined by the University of Missouri, who has not qualified for a degree.

### **Procedure:**

#### **A. PROCESS**

##### **1. Reduced Housing and Parking Costs**

- 1.1. The ACB hereby creates a compensation program for members who agree to live in the house for a fifth and sixth semester (or a seventh and eighth). Any member who signs a housing contract for a full year beyond his four-semester requirement shall receive:
  - 1.1.1. A \$750 cash bonus paid upon execution of the contract for the following school year by the date set in paragraph A.1.2. Said bonus shall be paid in cash directly to the member and shall not be given as a house bill credit. The intent is to reward the member for his loyalty to the fraternity *personally* and not the parents who may be paying the bills.
  - 1.1.2. A member who signs a contract for a third or fourth full year of living in house shall be offered parking in the Delta Sigma Phi lot for a reduced price of \$250 a semester, space permitting. Out-of-house members who choose to park in the lot will continue to pay \$400 a semester. So will those living in house who do not qualify for the discount.
  - 1.1.3. Each year, the first ten men to sign for a third year in house under this provision will be guaranteed to live in a two-man room. The second-floor suite rooms (202 and 214) and Rooms 209, 301 and 304 shall be designated as reserved for this purpose. Other members, not to exceed two to a room, may be placed there if upperclassmen do not take advantage of this opportunity.



- 1.1.4. Should more than ten members desire to take advantage of this opportunity, priority placement in the two-man rooms shall be given to members in order of the date they signed contracts. Every attempt will be made to accommodate others in a three-man room, if possible.
- 1.2. Only members who have completed their four-semester commitment to live in house will be eligible for the incentives outlined above.
- 1.3. A member who has lived in house for three semesters and signs a contract for his fourth and fifth semesters shall receive a \$250 cash bonus and be eligible for priority room assignments as outlined above. However, members who have already completed four semesters in house shall be granted room-selection priority over those who have completed only three.
- 1.4. Elected chapter officers who are members of the undergraduate executive board (president, three vice presidents, secretary, treasurer and sergeant-at-arms) are eligible for the bonus if they sign a full-year contract that will extend their tenure in the house to five semesters (\$250 cash bonus) or six semesters or more (\$750 cash bonus). Additionally, members who serve in those offices during their extended tenure shall receive an additional \$250 cash bonus after completing their term successfully.
2. The deadline for signing a contract to take advantage of the \$750 offering shall be Oct. 31 of the year prior to living in the house under the extended contract. Contracts signed subsequent to that date shall receive a \$500 bonus.
3. Members who fail to complete the minimum four-semester live-in requirement will continue to pay the House Support Fee for each semester they are short of four.

## 2) Upperclassmen Meal Plans

- a) All Super Seniors may opt out of the out-of-house meal plan by notifying the ACB Treasurer at least 14 calendar days prior to the start of a semester.
- b) Up to 10% of Seniors and 10% of Juniors (rounded to the nearest whole number) may opt out of the out-of-house meal plan under the following terms:
  - i) The member shall provide the ACB Treasurer with the following information at least 14 days prior to the start of each semester:
    - (1) Cumulative GPA.
    - (2) Highest e-board office held prior to the request.
    - (3) An explanation of the financial circumstances requiring an opt out.
  - ii) The ACB Treasurer shall rank the requests based on the following formula:
    - (1) 2 times the members current GPA plus;
    - (2) 3 points for serving as chapter president or contracted rush chair, 2 points for serving as one of the chapter vice-presidents, one point for any other e-board position (only highest level position counts) plus;



- (3) Zero to 5 points based on the severity of financial need. The ACB Treasurer shall have sole decision authority for awarding these points.
- iii) The ACB Treasurer shall notify applicants of their opt out status.
- c) With privilege comes responsibility. All members who have opted out of the out-of-house meal plan must swipe at the Meal Tracker for every meal prior to taking or eating anything. Failure to have a receipt prior to taking or eating any food will result in a double fine (\$50) per occurrence.

## **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.