

# AGREEMENT BETWEEN

\_\_\_\_\_ **HOUSE CORPORATION**  
**&**  
\_\_\_\_\_ **CHAPTER**

\_\_\_\_\_ Alumni Board Agreement with \_\_\_\_\_ Chapter

This agreement shall be effective from \_\_\_\_\_ to \_\_\_\_\_.

## **RESPONSIBILITIES OF ALUMNI BOARD (HOUSEHOLDING CORPORATION):**

1. Provision of Facility for the Chapter:  
The corporation shall rent the property at \_\_\_\_\_ (complete chapter address) to the \_\_\_\_\_ Chapter for the amount of \$\_\_\_\_\_ for the school year 20\_\_-20\_\_.
2. Resident Director/Housemother  
The corporation shall employ a resident scholar/housemother in accordance with provisions of Delta Tau Delta Fraternity and regulations of the university administration.
3. Taxes  
The corporation shall pay all taxes and assessments charged to the property, and shall file the forms required by the Internal Revenue Service and local and state tax units attributable to the property and the income of the alumni board.
4. Insurance  
The corporation shall carry adequate insurance on the property and contents belonging to the corporation or chapter. The corporation is not responsible for insuring belongings of individuals.
5. Special Fees  
The corporation shall maintain and manage any special fees, savings determined to be in the best interest of the Housing Corporation.
6. Notice of Annual Meeting  
Notice of the corporation's annual meeting shall be sent to the collegiate chapter in writing.
7. Corporation Budget and Annual Financial Report  
The corporation shall present to the collegiate chapter the corporation's annual financial report and budget each fall.
8. Furnishing and Maintenance  
Depending upon funds available, the corporation shall provide for all painting, decorating, and furnishings of the chapter quarters. At all times, the buildings, furnishings, and grounds shall be well kept. Furnishings beyond repair shall be replaced. The chapter shall be responsible for care of lawns and sidewalks during the entire year.
9. Closing and Reopening the House  
The corporation shall arrange for proper closing of the house at the end of the school year and have it ready for occupancy in the fall (list specific dates). The corporation shall arrange for supervision of the house while it is vacant and closing of the house during vacation times during the school year. The

facility will be open consistent with the host institution's academic calendar. The facility will not be open during the summer break.

10. Fire Safety and Security

The corporation shall enforce measures that assure fire safety and security. The corporation reserves the right to enter and make periodic inspections of the premises without notice.

11. Financial Indebtedness

The chapter shall have the power and authority provided in the Constitution and Bylaws of Delta Tau Delta Fraternity to suspend and expel members for indebtedness.

**RESPONSIBILITIES OF THE CHAPTER:**

12. Financial Obligations

The chapter members shall pay rent as specified in #1 above. The chapter members shall pay special fees specified by the corporation board of directors in the method set forth in the chapter bylaws. All fees due from members of the chapter, pursuant to housing contracts and otherwise, shall be collected by the vice president of finance. The vice president of finance shall remit the fees due to the house corporation by the following dates: (collect fees once a semester/term)

The vice president of finance will report to the corporation and chapter the names of individual members who are delinquent in any payments monthly.

The chapter shall file each year the 990 Internal Revenue Service income tax form.

13. Individual Room Contracts

Each individual member is required to fulfill his live in obligation to the chapter as defined in the chapter's bylaws. Those members who will live in the house in the 20\_\_-20\_\_ school year shall sign a room and board contract by (date) and pay room deposit of \$\_\_\_\_\_ as specified in the contract. Note, the chapter has agreed to an established amount due the housing corporation which is to be paid as defined in that agreement regardless of number of men in the facility.

14. Use and Care of the House

The chapter shall abide by house rules as established by the housing corporation, the chapter, Delta Tau Delta Fraternity, and the university. The chapter shall be responsible for regular and good housekeeping. At the close of school, the house shall be left neat and free of all personal belongings. The chapter shall neither borrow nor lend silver pieces, hollowware, stainless or silver flatware, china, glassware. When extras are needed for special occasions, they shall be rented.

15. Fire Safety and Security

The chapter shall take proper precaution with fire safety, conduct regular fire drills, and follow fire and security precautions specified in house rules and by state and local fire regulations.

16. Replacement and Repair

When repairs or replacements are needed, the chapter shall report them to the alumni board. If, through carelessness of members, guests, or employees of the chapter, damage is done to the house or furnishings, the chapter shall report damage to the alumni board. The corporation shall repair the damage and send a bill to the chapter for the cost of labor and materials. The house manager shall take an inventory twice each year (specify time) of furnishings, electronics, china, silver, flatware, and glassware. The chapter shall be responsible for replacement of pieces lost or damaged through carelessness.

17. Observance of Laws

The chapter shall abide by all federal and state laws, by Delta Tau Delta Fraternity's Constitution and Bylaws and the Membership Responsibility Guidelines, and by university rules as they pertain to the operation of a chapter house.

18. Vacation Periods

The house shall not be used by the chapter or by members of the chapter during vacation periods without the expressed, written permission of the corporation.

Signed: \_\_\_\_\_  
House Corporation President

\_\_\_\_\_  
Chapter President

Date: \_\_\_\_\_

\_\_\_\_\_  
Chapter Advisor