

Chapter House Rules (Sample)

(Chapter)

ALPHA GAMMA DELTA FRATERNITY

(Name of University)

(Date)

*Sections which are starred should be reviewed by all chapters to determine if these sections (in entirety or by item) should be incorporated into the chapter House Rules.

The rules and regulations are incorporated by reference into the Resident Contract between the chapter and resident. All policies are established for the safety, comfort and convenience of all residence and to assure a mutually beneficial relationship between the residents and the chapter. In addition to these rules for residents, all residents, new residents and guests are expected to abide by chapter House Rules and Fraternity policy.

1. *ALCOHOLIC BEVERAGES AND ILLEGAL SUBSTANCES--Standing Rule #2

- a. Alcoholic beverages may not be kept, stored, served or consumed in Alpha Gamma Delta chapter houses, chapter rooms, chapter lodges or chapter suites.
- b. Illegal substances shall not be brought on Alpha Gamma Delta property: owned, rented or occupied.

2. HOUSING OCCUPANCY

Each chapter which provides living accommodations for its initiated members or new members shall maintain its housing at maximum capacity. A chapter bylaw shall implement this rule.

No alumnae may reside in Alpha Gamma Delta chapter housing without special permission of International Council.

3. PETS

Fraternity Policy forbids keeping pets of **any** kind in chapter housing. This includes, but is not limited to, fish, fowl, mammals and reptiles.

4. *FIRE PROCEDURES

- a. The chapter will have a minimum of three fire drills per year. Everyone is required to leave the facilities when the alarm sounds.
- b. Do not overload outlets with multiple cords.
- c. Candles may only be lighted in approved, public areas (list specifically).

- d. Tampering with or interfering with any fire equipment including, but not limited to, fire alarm pull stations, smoke and heat detectors, fire extinguisher hoses or exit signs is prohibited. Violators are subject to legal prosecution as well as Fraternity disciplinary actions.
- e. Hallways are to be kept free of obstruction. For safety reasons, neither residents nor guests may sleep in the lounges.

5. *STORM/EARTHQUAKE PROCEDURES

Describe specific actions the chapter should take in these situations. Refer to the handbook for suggestions.

- a. During a severe lightening storm, do not take a bath or shower or use electrical appliances.
- b. Use the phone for emergency only.
- c. Turn off all computers.

6. *SAFETY AND SECURITY

- a. The house shall be locked 24 hours a day. It is the responsibility of each resident to see that it is locked at all times.
- b. A medical information sheet should be completed by each member.
- c. In case of emergency follow instructions issued by the President.
- d. An initiated member/new member admitted to the health center or who goes home because of illness must report the fact to the Chapter Housing Supervisor.
- e. An initiated member or new member who is gone overnight must sign out. It is necessary that this information be available in case of fire or emergency.
- f. All fire and safety codes must be followed.
- g. Possession, storage or use of any fireworks in or about the chapter house is not allowed.
- h. The roof is off limits at all times to everyone except authorized maintenance personnel. The use of ledges or roofs for any purpose, including sunbathing, hanging on balconies and the sealing of exterior walls is prohibited.
- i. Residents shall immediately notify the Chapter Housing Supervisor of any condition which is considered to be unsafe.
- j. Window screens are to remain in place to fulfill their purpose and avoid loss. Throwing, dropping or allowing any object to fall from a window constitutes a safety hazard and litter problem and is not allowed.

7. MEALS

- a. Conduct during meals shall be orderly and pleasant and proper manners used.
- b. The Chapter Housing Supervisor's table shall be filled before other tables are filled.
- c. Members are not allowed in the dining room before meals or after meals until the waiters have finished setting up and/or cleaning.

- d. Hours for meals Monday through Friday are:
 - Breakfast—
 - Lunch—
 - Dinner—
- e. Special diets will not be considered unless there is verification by a physician.
- f. _____ night of each week will be designated for Chapter Dinner and all members/new members are required to attend.
- g. All meals will be served unless otherwise specified by "no plate" or "late plate" noted in advance. It is assumed that each resident will be at all meals unless the Chapter Housing Supervisor is otherwise notified. A member shall notify the Chapter Housing Supervisor of conflicting meal/class schedules for the semester.
- h. The Chapter Housing Supervisor must have adequate time to make sure there is enough food for guests; therefore it is important to adhere to deadline for Guest Meal Sign-In.
- i. No smoking is permitted during meals.
- j. No food or drinks are allowed in the living room.
- k. No cooking is allowed in the residents' rooms.
- l. Property of the House Association, such as plates, flatware, cups, etc., is not to be removed from the dining area. Throwing of food or beverages is not allowed.

8. KITCHEN

- a. The Chapter Housing Supervisor has complete charge of the kitchen and staff. All suggestions or complaints are to be given to the Property Coordinator in writing. She and/or the Property Advisor will discuss any problems with the Chapter Housing Supervisor.
- b. The kitchen is off limits.
- c. China, glassware, silver or cooking utensils shall not be taken from the kitchen, dining room or silver closet without making arrangements in advance with the Chapter Housing Supervisor.
- d. Residents may not install ceiling hooks, hang posters or make any alternations to the ceiling.

9. *HOUSE ASSOCIATION OWNED EQUIPMENT AND PROPERTY

- a. The Alpha Gamma Delta chapter house, its contents and the property on which it is located are to be treated with proper care and respect by all residents, members, new members, alumnae and their guests.
- b. All furniture is to remain in the room and position in which it has been placed by the house association unless it is moved for an authorized function such as Initiation or a recruitment event. Furniture is not to be dismantled or removed. No articles may be loaned without consent of the Property Coordinator, the Chapter Housing Supervisor or Property Advisor.
- c. Bedrooms or other rooms or furnishings that are house association property may not be painted without permission of the house association.

- d. Alpha Gamma Delta is not responsible for personal belongings that may be lost, stolen, or damaged. Residents are encouraged to have personal insurance on personal belongings, if they are not covered under their parents' insurance policy.
- e. Residents may not install ceiling hooks, hang posters or make any alternations to the ceilings.

10. USE OF ELECTRICAL APPLIANCES AND FIXTURES

- a. Thermostats shall remain constant and are not to be tampered with (define who has the authority to change this).
- b. No personal refrigerators, microwaves or toaster ovens are allowed.
- c. All electrical appliances must be unplugged when not in use. These should be kept in the areas provided for them.
- d. Irons must be unplugged when not in use. Irons are allowed only in approved area.

11. HOUSEKEEPING

- a. Mattresses shall remain on the beds and a mattress pad is required.
- b. When no one is in a room, all lights, radios and televisions should be turned off.
- c. Each member is responsible for keeping her room neat and clean. Special care should be taken on chapter dinner nights and when guests will be present.
- d. Pre-announced room checks for cleanliness may be held by members of the Property Committee on special occasions such as Parents Weekend or Homecoming.
- e. No personal items are to be left in the downstairs area.
- f. Towels, clothing or any other personal items are not to be left in the bathroom at any time. The Property Coordinator will remove these items if they become a problem.
- g. Feminine protection products must be disposed of properly and never flushed down a toilet.

12. *SMOKING

- a. Smoking is not permitted in the chapter house **OR** Smoking is permitted in the _____ only.
- b. There will be no smoking during meals or during chapter meetings.
- c. There shall be no smoking in the Chapter Room.

13. DRESS AND PERSONAL APPEARANCE

- a. Residents may come to breakfast in bedtime attire and robes until _____ a.m.
- b. During the hours when the house is open to visitors, each member must be fully and appropriately dressed when appearing on first floor and any public areas of the housing.
- c. Wearing dresses or nice pants outfits is required for meals on chapter meeting nights. When a special event is scheduled, attire will be designated. All other evening meals will be informal and casual dress (no shorts or bathing suits) will be permitted.

14. OVERNIGHT FEMALE GUESTS

- a. Guests must be signed in with the Chapter Housing Supervisor one day before arrival.

- b. Alpha Gamma Deltas are responsible for their guests and their actions while they are on chapter property. Guests must follow chapter House Rules.
- c. Guests are expected to pay for their own meals. Members/new members are responsible for their guests' meal charges if they do not pay.
- d. Meals for guests must be signed in by the deadline set by the Chapter Housing Supervisor and paid for in advance. Charges for meals for non-official guests:

Breakfast	\$_____.
Lunch	\$_____.
Dinner	\$_____.
- e. A charge for the use of the Guest Room for non-official visitors shall be \$_____ per night plus meals.
- f. Female guests may come in after closing hours ONLY with her hostess. A resident's key or key pad code MAY NOT be issued to a guest.

15. HOSTESS DUTIES

- a. Hostess duties are assigned to collegiate members by the Property Committee. If a member is unable to be there, it is her responsibility to find a replacement and check with the Property Coordinator in advance.
- b. A hostess is to remain at the phone desk and be properly attired to greet guests. Hours are _____ to _____ p.m., Sunday through Thursday except during exam periods when no hostess duties will be required.
- c. Responsibilities of the hostess are:
 - (1) Answer the phone and take messages.
 - (2) Answer the door and call for members who have visitors waiting.
 - (3) Make sure all males are out of the house by _____.
 - (4) Turn off downstairs lights.
- d. Missed hostess duty will result in double duty the following week. Missed duty the second week will result in an interview with Executive Council.

16. TELEPHONE

- a. Long Distance calls may not be charged to the house phone.
- b. No collect calls may be accepted on the chapter phone.
- c. All members and new members are responsible for answering a ringing house phone and taking an adequate message for the person being called if she cannot be located.
- d. Calls other than long distance MAY NOT be accepted during dinner or Chapter meeting.
- e. Everyone shall observe a ten-minute time limit on personal calls on the house phone.

- f. The members removing messages from the answering machine are to write down the messages and leave in mailbox for persons receiving call.
- g. The intercom shall be used to call residents to the phone.

17. QUIET HOURS

- a. The chapter housing should be quiet enough at all times to allow studying.
- b. Quiet hours shall be rigidly maintained by everyone. These are: _____ Sunday through Thursday throughout the entire chapter house.
- c. There will be 24 hour quiet seven days a week in the study areas.
- d. During finals, there shall be quiet hours throughout the entire chapter housing.
- e. Necessary copying and/or printing is to be done in the second floor study hall or in the dining room after (insert specific times) _____.
- f. Stereos and any permitted musical instruments or televisions must be kept at a volume that does not disturb others.

18. LAUNDRY

- a. Malfunctions of equipment shall be reported as soon as possible to the Chapter Housing Supervisor and/or Property Coordinator.
- b. The laundry room facilities may be used by in-house residents only.
- c. Rugs, bedspreads and other heavy items must be taken to a commercial laundry.
- d. Clothing shall not be left in the washers and dryers. The Property Coordinator will remove items if left beyond a reasonable length of time.

19. BICYCLES, CARS AND MOTORCYCLES

- a. Bicycles shall be kept in the area assigned. It is suggested that a good quality lock and chain be used.
- b. It is recommended that bicycles be registered with local authorities.
- c. Cars and motorcycles shall be parked in the parking lot. It is recommended that they be kept locked.
- d. No one may park in the Chapter Housing Supervisor's space, any reserved space or block any of the other cars.
- e. The Chapter Housing Supervisor must have a description and license plate number of the cars of all residents.

20. CLOSING THE HOUSE

- a. When the house is completely closed for the holidays and at the end of the school year, the following shall be done:
 - (1) Unplug all electrical appliances.
 - (2) Lock all windows.
 - (3) Empty trash and leave all rooms clean.

- b. At the end of the school year, all clothing and personal belongings must be removed from the house, unless arrangements have been made with house association. Unless prior arrangement are made, items left may be sold or donated.
- c. Room check must be satisfactorily completed before moving out of a room.
- d. Security deposits will not be returned to those leaving school permanently until room check is satisfactorily completed.
- e. Return of deposit will be in accordance with the Resident Agreement.

21. PRIORITY TO LIVE IN

This should describe the criteria used for determining priority to live in the chapter housing.

22. ROOM ASSIGNMENT

This should describe the criteria for room assignments and the priority system used.

23. RESIDENT AGREEMENTS

- a. A security deposit is required for each resident. This is paid and refunded in accordance with the Resident Agreement.
- b. All conditions of the Resident Agreement must be met before the deposit is returned.

24. PERMISSION TO LIVE OUT

Describe the criteria used to establish a permission list of members who may move out when there are more potential residents than living spaces.

25. KEYS

- a. Residents shall not duplicate room or exterior door keys.
- b. If a room key is lost, there is a \$_____ replacement fee.
- c. If the key/keycard to the chapter house outside door is lost, the member or new member will be charged the total cost of keying the outside doors and making replacement keys/keycards for all residents of the chapter house.

26. PERSONAL BELONGINGS

- a. Provisions need to be made for storage of such personal items as: bicycles, skis, luggage and other large personal items.
- b. Residents shall not go through the belongings of other residents without expressed permission.

27. *ALUMNAE

All Alpha Gamma Delta alumnae are expected to observe all House Rules.

28. WEAPONS

Firearms including, but not limited to, sling shots, air-powered guns and knives are not permitted in the chapter house or on the property.

29. *POSTING AND DISTRIBUTION

All postings will be allowed only on specific bulletin boards. No offensive or alcohol-related materials may be posted or distributed. Invitations to social functions may not be posted on

bulletin boards unless risk management procedures are followed in regard to attendance, Executive Council has reviewed and the chapter approved.

30. USE OF A GUEST ROOM

Alpha Gamma Delta Volunteer Service Team visitors or Leadership Consultants shall have first priority for using the chapter housing guest room. Describe the priorities or restrictions for use of this room.

31. *COLLEGE OR UNIVERSITY MEETING ROOM

- a. Room arrangement is restored to college or university specifications (describe specifics).
- b. Trash and personal belongings shall be removed at the conclusion of the meeting.

The resident has read and agrees to abide by all the rules and regulations. Such rules may be amended, modified or supplemented by the chapter in the future to promote the safety and welfare of persons and property. The resident acknowledges that the failure to comply with these rules and regulations will constitute a breach of the Resident Contract and may result in the termination of the contract and/or the imposition of fines and penalties. The resident agrees to pay any fines or penalties imposed in accordance with established and published policies for violations of these rules and regulations.