

Guide to Filling the Chapter Facility

1. Chapter and alumni board by-laws should exist that require all members to live in the chapter facility for at least **1 year**. (Depending on the size of the facility and the chapter facility, this minimum requirement might need to be higher.)
2. Housing leases should be handed out to all members (that have either not met the above minimum requirement, or who wish to continue living in the facility) by November 1st for the next academic year. This may need to be done sooner, depending on when off-campus apartments and the residence halls start signing leases for the upcoming year.
3. Collect all signed leases **and damage deposits** by **November 15**.
4. If enough signed leases have been collected to completely fill the house, then;
 - a. Select members to live in the facility based on highest grade point average. This ensures that the facility will have a more academic environment, and limit the attitude of “party-central”.
 - b. Create a waiting list for brothers that were unable to move in, again based upon grade point average.
 - c. Select room assignments again based upon grade point average.
1. If not enough signed leases have been collected to completely fill the house, then:
 - a. Select members to live in the facility based upon a lottery draft. Or....
 - b. charge the undergraduate chapter the amount that the vacancies will cost the alumni board (i.e. if there are 2 vacancies and the alumni board charges \$300 a month for rent, then the undergraduate chapter owes the alumni board \$600 a month).