

House Rules of Chapter Nu Delta

of

Alpha Gamma Delta

Georgia College and State University

2025

Alpha Gamma Delta housing is defined as any chapter house, suite, lodge, room or storage unit owned, leased, used or occupied by a chapter. To attain the Fraternity's high ideals, the chapter's House Rules represent a framework for each member, prospective member or other occupants of the chapter facility to follow as stated in the sixth line of the Alpha Gamma Delta Purpose: *To honor my home, my country, my religious faith.*

The chapter facility, its contents and the property on which it is located is to be treated with proper care and respect. All policies are established for the safety, comfort and convenience of all members and to assure a mutually beneficial relationship between the members, the chapter, the college/university and the Fraternity Housing Corporation (FHC) or the local house association (HA).

Alpha Gamma Delta housing and furnishings are owned and/or managed by:
Fraternity Housing Corporation (FHC)

- I. Alcoholic Beverages, Illegal Substances and Smoking (from Fraternity Standing Rule #2)
 - A. Alcoholic beverages may not be kept, stored, served or consumed in the Alpha Gamma Delta house—owned, rented or occupied including parking areas.
 - B. Illegal substances or marijuana shall not be brought on Alpha Gamma Delta property—owned, rented or occupied including parking areas.
 - C. Smoking, including electronic cigarettes, vaping, juuling and hookah, is prohibited during Fraternity or chapter events, including chapter meetings and is always prohibited in the chapter house or any property associated herewith.

- II. Safety and Security
 - A. An emergency medical information sheet should be completed by each member and kept on site so that it is available for emergency use. The Director of Property, Chapter President, Chapter Advisor and House Director shall know the location of the medical information files.
 - B. All safety and emergency procedures must be followed during Alpha Gamma Delta events, meetings and activities.

- C. The chapter facility shall be locked 24 hours a day. It is the responsibility of each member to adhere to this requirement. Do not leave any exterior door propped open.
- D. Members leaving chapter meetings/events after dark should not walk alone to their vehicle(s) or residence(s). Walk with someone known or call campus security for an escort.
- E. Exits must be kept free of obstructions at chapter events and in any chapter facility (owned, rented, occupied or used).
- F. Weapons including, but not limited to, firearms (such as handguns, pistols), stun guns or similar devices, sling shots, air-powered rifles, bow and arrows and other hunting equipment are not permitted in the chapter facility or on the property.
- G. The roof is off limits at all times to everyone except authorized maintenance personnel. The use of ledges or roofs for any purpose is prohibited. This includes sunbathing, hanging over or onto balconies and the scaling of exterior walls.
- H. Window screens should not be removed, and locked or sealed windows are not to be opened. Throwing, dropping or allowing an object to fall from a window constitutes a safety hazard and litter problem, and is not allowed. Using window ledges to store food items is prohibited.
- I. Pools, water slides, inflatable hot tubs or inflatable water toys such as inner tubes, rafts, water wings, etc. are not allowed on the property.
- J. A live-in member who will be gone overnight (for any reason) should let the Director of Property, House Director or another sister know in case of an emergency.
- K. Every member is responsible for immediately notifying the Chapter Advisor or Property Advisor of any condition which is considered to be unsafe.

III. Health Safety

- A. The chapter and every member shall adhere to the public health rules issued by the academic institution, local, state/provincial, federal authorities and the Fraternity (FHC/HA) during a pandemic or public health crisis.
- B. Any member with a respiratory or other infection (such as, but not limited to, COVID-19, influenza, norovirus, common cold or strep throat) should isolate away from others.
- C. Each member will use good health hygiene practices such as hand washing before meals, after using the bathroom, covering mouth and nose when coughing/sneezing, etc.
- D. A member who is admitted to the health center or who goes home because of an illness should notify the Chapter Advisor, Chapter President or House Director.
- E. First Aid Kit must remain in an accessible location onsite and regularly maintained.

IV. Fire Safety and Preparedness

- A. The chapter will have a minimum of three fire drills per year.

- B. Every person is required to exit the facility in a swift, orderly, calm and quiet manner when the fire alarm sounds, and reassemble at reassemble in the parking lot of the church behind the house.
- C. The fire escape route and the location where members will reassemble after exiting will be announced by the Director of Property at the beginning of a meeting or event. As long as the meeting facility or room/suite remains the same, this procedure does not need to be repeated. Whenever a different or new facility or room/suite is used, the procedure must be repeated.
- D. Members shall comply with fire codes, procedures and rules.
- E. Hallways, stairwells and fire exits are to be kept free of any obstruction.
- F. Fire doors are to remain closed and should not be propped open.
- G. Paper, paper products and other flammables when left out are a source to spread fire and must be put away or disposed of properly.
- H. Possession, storage and/or use of fireworks in or near the chapter facility is prohibited.
- I. Interference with fire equipment including, but not limited to, fire alarm pull stations, extinguishers, sprinkler systems, heat or smoke detectors or exit signs is prohibited.
- J. Extension cords are highly discouraged. FHC facilities prohibit extension cords. Do not overload outlets with multiple cords. Use a surge protector power strip.
- K. Candles are not to be used in any circumstances. Fraternity ceremonies can only be conducted with battery operated candles.

V. Catastrophic Events

- A. Medical or Other Emergencies
 - 1. Call 911 or the emergency number. Do not assume it has already been called.
 - 2. Call 988 for mental health emergencies.
 - 3. Remain calm and follow instructions issued by emergency personnel, staff or the Chapter President.
 - 4. Follow all emergency procedures during Alpha Gamma Delta events/meetings/activities.
 - 5. Account for all members once an event or evacuation from the building has been completed.
- B. Campus or Civil Disturbance
 - 1. Active Shooter
 - a. Prepare. Develop situational awareness. Have an escape route and plan in mind.
 - b. Run. Exit the area as quickly as possible. Leave all belongings behind. Assist others only if it is safe to do so. Call 911 once safe.
 - c. Hide in an area out of the shooter's view if unable to leave. Lock all doors/windows. Barricade doors with heavy furniture. Close shades/blinds. Maintain absolute silence (no talking, silence phones and devices etc.) until police arrive.

- d. Fight only when life is in mortal danger. Attack with others if possible. Attempt to distract, disarm or incapacitate the shooter using makeshift weapons (such as scissors, fire extinguishers, computers, liquids or containers). Act with aggression.
2. Location Lockdown: actions to take in the chapter house or other location
 - a. Follow instructions issued by emergency personnel, staff or the Chapter President.
 - b. Ensure all exterior access points to the location or chapter house are locked.
 - c. Close shades, blinds, curtains (especially on ground level/first floor windows). Do not draw unwanted attention by peeking out and moving curtains.
 - d. Maintain silence (no talking, singing, silence electronic devices, TVs, etc.)
 - e. Admit only persons known to you. Use door peepholes or CCTV before unlocking door.
- C. Severe Lightning Storm or a Hurricane
 1. Do not use electrical appliances.
 2. Use the telephone for emergencies only.
 3. Turn off/unplug all computers and electronic devices.
 4. Adhere to emergency personnel directions regarding hurricane evacuation.
- D. Tornado Warning
 1. Seek shelter in the basement immediately when the alarm sounds.
 2. Seek shelter in the lowest interior room/hall without windows if a basement is not available.
 3. Leave the building only after an "all clear" is announced.
 4. Adhere to emergency personnel directions regarding evacuation after a tornado has passed.
- E. Earthquake
 1. Drop to the floor and cover your head and neck with your arms to protect yourself from falling debris.
 2. Avoid falling objects or toppling furniture.
 3. Take cover next to or under a sturdy desk, table or other furniture that is not likely to tip over. If that is not possible, seek cover against an interior wall and protect your head with your arms, pillows or mattresses.
 4. Avoid danger spots near windows, hanging objects, mirrors and tall unsecured furniture.
 5. Adhere to emergency personnel directions regarding evacuation after an earthquake has ceased.
- F. Flood or Flood Warning
 1. Evacuate the building.
 2. Seek high ground per directions of the college/university or emergency personnel.

G. Extreme Winter Weather

1. Preparation - to avoid hypothermia members should:
 - a. Dress for the weather. Layer clothing. Outer clothing should be tightly woven and water-repellent with a hood. Wear mittens (warmer than gloves), and a hat to retain body heat.
 - b. Ensure the car fuel tank is more than half full and keep an extra blanket(s), water, flashlight, emergency flare, tire chains, shovel and bag of sand in the car.
 - c. Stock up on ready-to-eat food, battery-powered or wind-up flashlights, lanterns, radios and extra batteries.
 - d. Follow instructions issued by emergency personnel, staff or the Chapter President.

2. Snowstorm/Blizzard
 - a. Stay indoors. Do not try to walk to another building unless there is a guide rope or something that can be easily followed.
 - b. Follow local authority directions on travel conditions and recommendations.
 - c. Travel only during the day and only if it is a must. Notify someone of route and arrival time.
 - d. Remain calm and stay in the car if the car gets stuck in a snowstorm.
 - Run the car engine only 10 minutes every half-hour if the exhaust system is working.
 - Beware of exhaust fumes and check the exhaust pipe periodically to make sure it is not blocked with snow. Remember, fatal carbon monoxide fumes are odorless.
 - Allow fresh air in by opening the window slightly on the sheltered side (i.e., away from the wind).
 - Keep hands and feet warm, exercise them periodically. In general, try to keep moving to avoid falling asleep.
 - Avoid overexertion if shoveling the snow from around the car. Overexertion in the bitter cold can cause death as a result of sweating or a heart attack.
 - Keep watch for traffic or searchers.

3. Ice Storm/Freezing Rain
 - a. Pay attention to branches, power lines and buildings that could break due to the weight of accumulated ice. Ice, branches and power lines can continue to break and fall for several hours after the end of the precipitation.
 - b. Avoid touching downed power lines.
 - c. Avoid driving. Even a small amount of freezing rain can make roads extremely slippery.

VI. College/University Meeting Room

- A. The Chapter President will arrange for the room reservation/rental following college/university procedures and deadlines when college/university facilities are required for chapter meetings.
- B. All other rooms for events, including recruitment, should be reserved following the same procedure by the officer coordinating the event.
- C. The Property Committee or the committee/team holding the event is responsible for setting up the room (if necessary) and returning the room to the arrangement that is required at the conclusion of the meeting/event.
- D. Trash and personal belongings shall be removed at the conclusion of the meeting/event.
- E. All members shall be made aware of college/university policies, regulations and expectations and are expected to abide by them.

VII. Housing Occupancy

- A. Adherence to the nondiscrimination policy (Chapter Bylaws Article X. A.) is required and is applicable to all chapter governing operations, policies, practices, activities, actions and housing undertaken by the chapter and its members.
- B. The housing occupancy requirements are listed in Article XI of the Chapter Bylaws. This includes member requirements, officer requirements, live-in order requirements and exemptions.
- C. Room Assignments
 - 1. Assignments will be completed by the Chapter President and Director of Property. All members will submit their preferred rooms and roommate groupings. Priority will be given as follows:
 - a. Executive Council Officers
 - b. Directors
 - c. Activity Points of roommate groupings
- D. Roommate Agreements
 - i. Each roommate should be courteous to the others in the room and keep their belongings tidy and organized.
 - ii. Disagreements between roommates should be handled with dignity and respect.
 - iii. Each occupant of the room should report broken objects to the director of property in order to keep the house updated to date on all repairs.
 - iv. Roommates should follow quiet hours given by their chapter and respect all members of the room.
 - v. Roommates should follow visiting hours for guests out of respect for everyone in their room.
- E. Resident Member Agreements
 - 1. Each member of the chapter house must read their signed Resident Member Agreement and abide by its terms.

2. Room check will be conducted at move-in and move-out by the Director of Property and the Room Condition Checklist ([FHC](#) | [House Association](#)) is signed.
3. All damage costs/fines will be charged back to the member at a later date per the Resident Member Agreement and/or local requirements/laws.
4. Members who have had a change in their membership status remain responsible for fulfilling the terms of their Resident Member Agreement but will be required to move out of the chapter facility.
5. The House Rules must be reviewed by the chapter and are considered part of the Resident Member Agreement.

VIII. Visitation Hours

- A. Visitation hour requirements are listed in Article XII of the Chapter Bylaws.
- B. Visitation hours must be followed. Guests are allowed in the public areas of the chapter housing with a member/new member escort during the following hours:
 - a. Sunday through Thursday: 10 a.m. to 7 p.m.
 - b. Friday and Saturday: 10 a.m. to 9 p.m.

IX. Keys/Key Cards/Fobs/Access Codes

- A. Members who are issued a key/key card/fob will be charged a deposit.
- B. Members are prohibited from duplicating interior and/or exterior access mechanism(s).
- C. Members are prohibited from providing access codes to anyone including guests, parents, etc.
- D. Members are prohibited from loaning key/key card/fob to any guest.
- E. Members will be charged for a replacement fee for a lost bedroom key as noted on the Annual Notice of Member Financial Obligations or Resident Member Agreement.
- F. Members will be charged the total cost of re-keying the exterior door(s) and making replacement keys/key cards/fobs for members in the event they lose an exterior door key/key card/fob.
- G. Keys/key cards/fobs should not be placed on a keychain or attached to or inserted into member's phone case if Fraternity or chapter logos, symbols and/or letters are identifiable.

X. Guests

- A. General Rules for Guests
 1. Visitation hours must be followed.
 2. Guests must always be accompanied by a member.
 3. Guests and alumnae are expected to comply with the chapter's rules.
 4. Members are responsible for their guests and their actions while they are on chapter property, including the cost for any damages incurred by their guests.
 5. Intimate/romantic contact in the chapter facility is prohibited.

6. A member's access mechanism (fob, key, keycard, access code) may not be issued to any guest.
7. Members are responsible for their guest's meal charges. Charges are listed on the Annual Notice of Member Financial Obligation. Official Fraternity visitors are not charged for guest meals.
8. When a guest (includes service/repair persons) is allowed in the non-public areas, they must be accompanied by a member or House Director walking in front of them, especially when entering a room.

B. Overnight Guests

1. Guest(s) in Bedroom Areas

- a. Only female guests who are not significant others may stay overnight in a member's room.
- b. Chapter shall include specific conditions agreed upon by roommates for in-room overnight guests in their Roommate Agreement.

2. Guest Room - Not Applicable

XI. Quiet Hours

- A. The chapter house should be quiet enough at all times to allow studying. Quiet hours shall be maintained by everyone.
- B. Quiet hours are:
11pm - 7am
- C. Music and televisions must be kept at a volume that does not disturb others.
- D. Piano (or other instruments) playing hours are:
Anytime before quiet hours
- E. There shall be quiet 24 hours a day, seven days a week in the study room.
- F. There shall be quiet 24 hours a day throughout the entire chapter facility during finals week.

XII. Housekeeping and Housekeeping Duties

- A. Members are responsible for keeping the chapter facility neat and clean and must pick up after themselves and their guest(s).
- B. Members are responsible for keeping their rooms neat and clean. Special care should be taken when guests will be present. Pre-announced room checks may be held by the Property Committee for special occasions such as Parents Weekend or Homecoming.
- C. Each officer and committee/event chair is responsible for immediately cleaning the affected area(s) following a meeting, activity or event they coordinated.
- D. Personal trash and food waste should be disposed of properly and not left in shared spaces, common rooms, bathrooms, stairwells or halls. Every member will deposit trash and recyclables in the appropriate waste containers including carrying to dumpsters or collection sites to empty if necessary.

- E. The Director of Property shall assign housekeeping duties to members.
- F. Housekeeping duties include:
 - i. Housekeeping duties are assigned to house members on a chart and should be followed daily. —notifying the Director of Property/House Director when additional supplies need to be purchased.

XIII. Hostess Duties

- A. Front Doorbell
 - 1. The member nearest the door shall answer the doorbell and call for member(s) who have guests waiting.
 - 2. The member who answers the door shall see to the guest's comfort until the member(s) arrives.
- B. Chapter House Intercom - Not Applicable
- C. Chapter House Phone - Not Applicable

XIV. Furniture, Furnishings, Equipment, Accessories.

- A. Property of the FHC/HA, such as plates, flatware, cups, etc., cannot be removed from the kitchen, dining room or silver closet without making arrangements in advance with the House Director or FHC.
- B. All furniture, furnishings, accessories or similar articles are to remain in each room and in the position in which it has been placed by the FHC/HA unless chapter received prior authorization (from FHC/HA) to move an item for an event such as Initiation or recruitment.
- C. Furniture, equipment, furnishings and accessories, including bedroom furniture, are not to be dismantled, moved or removed without explicit permission from the HA/FHC. The FHC prohibits moving of bedroom furniture.
- D. Furniture, furnishings or accessories may not be loaned out without consent of the FHC/HA.
- E. Walls, rooms and furnishings in the chapter facility may not be painted without permission from the FHC/HA.
- F. Room Check of common areas will be conducted at move-in and move-out by the Director of Property. Damages will be assessed based upon the Chapter Housing Agreement.

XV. Pets and Physician-Prescribed Service/Therapy/Emotional Support Animals

- A. No pets of any kind may be kept or brought into the chapter space. This includes, but is not limited to, any type of fish, bird, mammal, amphibian or reptile.
- B. Physician-prescribed assistance animals are allowed in the chapter facility if permitted by the Fraternity (FHC or HA). The chapter must follow the approval procedure outlined in the *Director of Property Manual*.
- C. If an assistance animal is approved:

1. Animals must have all current and locally required vaccinations including, but not limited to, distemper and rabies.
2. Animals should be spayed/neutered, if applicable.
3. Animals must be house broken. The member must ensure any animal waste on the premises must be disposed of promptly and properly.
4. Animals must be fed and watered inside the member's room.
5. The member must ensure the animal does not interfere with the operation of the chapter facility or other members/advisors/staff.
6. The animal shall be crate/cage-trained and kept inside the member's bedroom, unless accompanying the owner.
7. The member is responsible for controlling the animal. The animal must be under control of the owner when outside of the chapter facility. While on Alpha Gamma Delta property, the animals must be on a leash.
8. Excessive noise (barking, whining, yelping, purring, scratching, etc.), and other disturbing or threatening behavior exhibited by the animal is prohibited and may result in the removal of the animal from the property.
9. The animal owner will be required to do laundry off site in order to prevent aggravating the allergies of other members living in the facility that are affected by the animal.
10. Animals are strictly prohibited from entering the following spaces in the facility at any time:
 - a. Space where food is stored, prepared or served
 - b. Space where cleaning/sanitizing materials and supplies are stored
 - c. Living quarters of other members
11. Animal owner is responsible for understanding and abiding by all college/university and city ordinances and must follow local leash laws.
12. The animal owner is responsible for any injury or damage costs to person or property caused by the animal.
13. The member must follow additional rules set forth by the FHC.

XVI. Electrical Appliances and Thermostats

- A. Thermostats shall remain constant and are not to be tampered with. The thermostat may only be adjusted by the following individuals: Director of Property, Chapter President, Chapter Advisor.
- B. No personal microwaves, toaster ovens, hot plates, heating elements, popcorn poppers, coffee makers or space heaters are allowed in bedrooms.
- C. No personal refrigerators are allowed in bedrooms without explicit written permission by the FHC.

- D. Irons (including curling/straightening irons) must be unplugged when not in use. Irons are only allowed in the common areas. Do not use iron on a glass tabletop or on the carpeting, use an ironing board.
- E. Microwaves may not be left unattended when an item is being heated. (Microwaves are one of the most common causes of home fires.)
- F. Every member shall turn off all lights, appliances, sound system, televisions, etc. when they are the last person leaving the room and whenever leaving for an extended break.

XVII. Chapter Postal Mailbox

- A. The Director of Property is responsible for placing mail deliveries in the kitchen after postal delivery has been made to the house.
- B. Officers should always check the kitchen prior to every Officer Board and Executive Council meeting.
- C. During the summer, a local Executive Council officer or other authorized member designee shall check the mailbox at least every other week and forward or distribute mail per chapter policy.
- D. The Property Committee shall be responsible for cleaning/organizing the mail and discarding junk mail weekly.

XVIII. Bulletin Board Postings, Displays and Distributions

- A. The chapter shall adhere to Fraternity/college/university/city regulations regarding display cabinets, bulletin board/kiosk postings, flyers and banners.
- B. Executive Council must review and approve all information before it is posted or displayed.
- C. No offensive or alcohol/drug-related materials may be pictured or referred to in any of the displays, postings, banners or flyers.
- D. No invitations or announcements of social events may be posted on bulletin boards in the house or elsewhere unless Fraternity policies are followed with regard to attendance, content and pictures.

XIX. Decorations

- A. Permanent wall anchors, ceiling hooks, masking or cellophane tape may not be used on walls, ceilings or furnishings. See the FHC Resident Agreement for allowable adhesives and wall decor mounting.
- B. Decorations may not cover, be draped over or affixed to any fire suppression system components.
- C. Spray paints, dyes, tanning solutions, etc. are not allowed inside a FHC facility.

XX. Dress and Personal Appearance

- A. Each member must be fully and appropriately dressed when appearing on the first floor and any public areas of the house during times when guests or visitors may be present. Pajamas or bathing suits are not appropriate.

- B. Attire will be designated by the appropriate officer and/or committee/event chair when a special event is scheduled.
- C. The chapter's Code of Standards further defines attire and manners.

XXI. Personal Belongings

- A. Alpha Gamma Delta is not responsible for personal belongings that may be lost, stolen or damaged. Members are encouraged to obtain insurance if not covered under their parents' homeowner's insurance.
- B. Provisions need to be made for storage out of the bedrooms for items such as bicycles, skis, luggage and other large personal items.
- C. Residents shall not borrow anything nor go through the belongings of other members without expressed permission.
- D. No personal items are to be left in common areas.
- E. Lost and Found will be in the basement for members to look through.
- F. All clothing and personal belongings must be removed from the facility at the end of the school year. Unless specific arrangements have been previously made, any personal belongings left in the facility become property of the FHC.

XXII. Staff/Employees/Contractors/Vendors

- A. General
 - 1. Members will be respectful and pleasant to staff at all times.
 - 2. Alpha Gamma Delta does not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, employees and vendors, whether physical, mental or emotional. Incidents must be immediately reported to the House Director and/or the Chapter Advisor.
 - 3. Concerns about work performance, special requests or suggestions must be made to the House Director or the Regional Property Manager in FHC facilities, not to the individual employee.
 - 4. Emergency, service or repair personnel should always be accompanied by a member.
- B. House Director. International Housing Rules specify that each chapter of Alpha Gamma Delta which provides living accommodations for more than 25 members shall have a live-in House Director. - Not Applicable

XXIII. Meal Service: For Chapters with Professional Culinary Staff - Not Applicable

XXIV. Specific Room Requirements

- A. Bathrooms

1. Feminine hygiene products must be disposed of properly and never flushed down the toilet.
 2. Towels, clothing or any other personal items are not to be left in the bathroom at any time. The Director of Property or staff will remove these items if they become a problem.
- B. Bedrooms
1. No cooking is allowed in members' rooms.
 2. Bedroom furniture may not be dismantled or removed even when room is not at capacity.
 3. Mattresses shall remain on the bed. A non-water permeable mattress pad must be provided by and utilized by the member.
- C. Dining Room/Area
1. Conduct during meals shall be orderly and pleasant. Proper manners and etiquette shall be used as described in the Code of Standards.
 2. Members shall not interfere with meal set up or clean up.
 3. Personal items, study materials and electronic devices must be removed from the dining room tables to allow for meal service.
 4. Food fights, beverage or food throwing is prohibited.
 5. Collegians are expected to remove their dirty dishes, utensils and other items and place them in the dishwasher and clean up any disposable items.
- D. Kitchen - Chapter Facilities with Professional Culinary Staff - Not Applicable
- E. Kitchen - Chapter Facilities with Member-Prepared Meals
1. Members must keep the area clean per a schedule developed by the Director of Property.
 2. Kitchen duties include: thoroughly cleaning the kitchen after each personal use and following along with the given chore chart.
 3. Members shall wash and put away dishes, glasses, silverware, pots, pans, etc. after each use and run the garbage disposal.
 4. Officers and committee/event chairs are responsible for cleaning the kitchen following a meeting, activity or event they coordinated.
 5. Individuals must label all of their own items in the kitchen and refrigerator with name and date.
 6. Officers and committee/event chairs shall label/date food items and supplies purchased for their office or events.
 7. Any item that is not labeled or more than two weeks old will be discarded by the Property Committee during cleaning.
 8. Members may not use or eat food supplies of other members or the chapter.

9. Every member using kitchen dishes and flatware elsewhere in the facility must return the dirtied items to the kitchen's dish washing area.

F. Kitchenette/Member Kitchen/Night Kitchen/Snack Room Areas- X Not Applicable

G. Laundry Room

1. Malfunctions of equipment shall be reported as soon as possible to the House Director and/or Director of Property.
2. The laundry room facilities may be used by live-in members only.
3. Washers shall not be overloaded with clothing items.
4. Rugs, bedspreads and other heavy/bulky items must be taken to commercial laundry facilities.
5. Clothing shall not be left in the washer(s) and dryer(s) for more than 30 minutes after the completion of a cycle and may be removed by the Director of Property or House Director.
6. The dryer lint filter should be removed and emptied before each use.

H. Exercise Room - Not Applicable

XXV. Parking

A. Bicycles

1. Bicycles shall be kept only in the assigned area.
2. Bicycles should be secured with a good quality bicycle lock.
3. Bicycles should be registered with local authorities.

B. Cars and Motorcycles

1. Cars/motorcycles shall be parked in the parking lot or in their assigned parking space.
2. Vehicles should be kept locked.

C. Parking Spaces

1. No one may park in any reserved space or block other cars, dumpsters or mailbox access.
2. Unauthorized vehicles may be towed at the owner's expense.

XXVI. Securing/Closing the Chapter Facility

A. Nightly House Closure

1. Every night, the chapter facility needs to be secured by the Director of Property by 11 p.m.
2. The Property Committee shall appoint house closer duties to members (when applicable).

3. House closer duties include: making rounds on the first floor or ground level to ensure windows are closed and locked, doors are secured, curtains/blinds are closed, and lights are turned off if no one is in the room.
 4. Members who remain in the common areas after closure time or who enter or exit the facility after it has been "closed", must close and secure any doors or windows that have been opened and turn off any lights.
- B. Vacation Closure. When the chapter facility is completely closed for the holidays, vacation breaks or at the end of the school year, the chapter and/or staff will adhere to all rules or procedures required by the FHC/HA or college/university. Duties include:
1. Unplug all electrical appliances except the refrigerator/freezer during holidays.
 2. Lock all windows.
 3. Empty trash and leave all rooms clean.
- C. Fines will be assessed to the chapter by the FHC for damages (beyond normal wear and tear) to rooms, walls and furnishings in the common areas and to resident members per their Resident Member Agreement.

XXVII. Consequences: Per the *Collegiate Leadership Manual*

- A. Failure by individual members/new members to follow the rules or standards listed in a governing document shall be grounds for a Change in Membership Status following the procedures listed in the *Change in Membership Status Manual*.
- B. Failure by the chapter (or officers acting on the chapter's behalf) to follow the rules or standards listed in a governing document shall be grounds for disciplinary action for the chapter.
- C. The Governing Documents of the Fraternity and the chapter are listed in Article I of the Chapter Bylaws.

Document Approval:

Approved by Documents Audit Committee: February 25, 2025

Signature: 

Printed name: Pamela Macpherson Young

Document Audit Committee Member: DAC3/PMY

Date: February 25, 2025