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**Sample Agenda for Annual House Corporation Membership Meeting**

September 2015

*This resource is provided by Beta Theta Pi’s Cornerstone Housing Program. If you have questions, updates, or suggestions, please contact Anne Emmerth, Director, Cornerstone Housing Program (**anne.emmerth@beta.org**; 800-800-BETA).*

**Planning Timeline**

Three months before your annual meeting:

* Review your house corporation bylaws to see the required parameters for your annual meeting. Most bylaws specify when the meeting should take place, who gets invited, and the method used to notify people of the meeting.
* Select your meeting date, time, and location. If you’re hosting it at the chapter house, coordinate with the house manager or house director to ensure it’s on the chapter calendar.

Two months before your annual meeting:

* Send out the meeting notice as required by your bylaws. A general rule is that the more people who are invited to this meeting and can attend, the better. It’s a great way to engage more alumni and potential volunteers in the work of your house corporation. Ask for RSVPs so you have an idea how many people will attend.
* Send special invitation to the undergraduate chapter (maybe visit a chapter meeting and deliver a personal invitation?). Undergrads who understand how the house corporation functions are more likely to volunteer and donate in the future.
* Remind individual board members about items required for the meeting. For instance, the house corporation treasurer will need updated financials, budget-vs-actual, copies of the IRS 990, etc.
* Distribute copies of the current bylaws to your board members and ask for suggestions for updates or changes. These should be reviewed before the annual meeting so that you can smoothly adopt additions or changes during the meeting.

One month before your annual meeting:

* Review and discuss suggested bylaws revisions.
* Work with the house manager or house director on logistics and setup for the meeting, including any snacks, food, or beverages you’ll be providing.
* Determine budget and who is responsible for things like a meal, snacks or extra cleaning for the house.

One week before your annual meeting:

* Send reminder to people who have RSVPd, including date, time, location, and parking details.
* Send final agenda and any supporting documentation / advance reading to board members.
* Double-check details for the facility, food, etc. with house manager or house director.
* Gather or purchase supplies.

After the meeting:

* Send thank you message to all board members, chapter officers, advisors, and alumni who attended.
* Distribute meeting minutes to board members.
* Follow up on action items.
* Submit any address, phone or email updates to the Administrative Office or submit via MyBeta.

**Suggested Supplies**

* Nametags
* Sharpies
* Sign-in sheet (or pre-printed attendance sheet). Have alums double-check their contact info and write in any updates. Please be sure to send any updates to Phyllis Bowie at Beta’s Administrative Office (Phyllis.Bowie@beta.org).
* Lost Brothers list. You can circulate this around and ask for help locating contact info for your Lost Brothers. You can get the Lost Brothers list for your chapter by contacting Beta’s Administrative Office.
* Extra copies of the meeting agenda.
* Extra copies of your house corporation bylaws.
* Extra copies of your financials (balance sheet and income statement).
* Extra copies of the most recent alumni newsletter, or a printout of upcoming alumni events.
* Copies of the house corporation roster, with contact info for each board member.

**Sample Meeting Agenda**

1. Introductions and welcome: House Corporation President
	1. *The house corporation president should give short welcoming remarks and then ask each member of the house corporation to briefly introduce themselves.*
	2. *Depending on the size of the group, you can ask every alum and undergraduate to introduce themselves, along with graduation year. If you have more time or the group is small, you could include current hometown and a “fun fact” about their career, family, or hobbies.*
	3. *The house corporation president should introduce any special guests (for instance, the Fraternity / Sorority Advisor, campaign consultant, General Fraternity representatives).*
2. Review of the agenda & business for today: House Corporation President
3. Affirmation of quorum: House Corporation Secretary
	1. *Double-check your bylaws and ensure that you have enough voting board members at the meeting to conduct your necessary business.*
	2. *Different types of decisions may require different numbers of votes (e.g., majority to elect officers but 2/3 to approve the budget). Make sure you know how many votes you need to conduct each piece of your business.*
4. Approval of minutes from prior meeting: House Corporation Secretary
	1. *Minutes from meetings, including notes from conference calls, should always be reviewed, approved by the board, and stored in a shared drive.*
5. Chapter Update: Chapter President
	1. *The chapter president should be given an opportunity to give a short (5 minutes) update on the undergraduate chapter. Coach him in advance to keep this high-level and focused on broader goals for the semester and academic year.*
6. Advisory Board Update: Chapter Counselor
	1. *The chapter counselor may want to give an update on the work of the advisory board, including any new advisors or changes to roles. The annual meeting is a great opportunity for the advisors and house corporation board members to get to know each other and make sure that both groups are providing needed support to the chapter and officers.*
7. Alumni Relations Update: Alumni Relations Committee Chair
	1. Review of upcoming newsletters & other communication
		1. Overview of upcoming feature articles
		2. Call for ideas for alumni or volunteer spotlights
	2. Plans for upcoming alumni events
8. Financial Update: House Corporation Treasurer
	1. Review of current financials
		1. *The treasurer should present the current balance sheet and income statement, do a high-level walk-through, and answer any questions.*
	2. Review and approval of IRS Form 990
		1. *Many house corporations use a summer fiscal year and therefore their IRS Form 990 is due in the fall.*
		2. *The entire board should review the IRS Form 990, ask and answer questions, and affirm that it is correct.*
	3. Renewal of Conflict of Interest policy
		1. *Your board should have a conflict of interest policy that is reviewed once a year and signed by every board member. The annual meeting is a good time to do this.*
		2. *Renewing the conflict of interest during the annual meeting shows alumni and undergraduates that the board has good checks and balances in place.*
		3. *A sample conflict of interest policy is posted on Beta’s web site:* [*http://beta.org/resources/housing-program/*](http://beta.org/resources/housing-program/)
	4. Other business
9. Fundraising / Campaign Cabinet Update: Campaign Chair
	1. *If your house corporation is fundraising, a campaign update should be on the agenda. Be sure that this update doesn’t include confidential discussions about individual donors or gifts-in-progress.*
10. Update on property management and maintenance: Property Manager or House Manager
	1. Review of projects completed this quarter
	2. Review of projects scheduled for coming quarter
	3. Annual review of capital expenditures plan
		1. *This should be a high-level overview of the current condition of the facility and your future planning.*
		2. *This discussion helps alumni and the undergraduate chapter understand the needs of the facility.*
	4. Presentation of chapter requests: House manager
		1. *The house corporation should actively solicit suggestions from the chapter and ask the house manager or president to prioritize that list and present it to the house corporation board. The board doesn’t have to make decision at this time – their role is to listen and, hopefully, incorporate some of their suggestions into facility planning for the current and future years.*
11. Governance: House Corporation President
	1. Bylaws Revisions
		1. *Discussion and adoption of any changes to the house corporation bylaws. These should have been submitted in advance and reviewed by the house corporation. You don’t want to spend time during your meeting wordsmithing individual sentences, so it’s OK to get the essence of a change and then bring a well-written section back to the next meeting.*
	2. Election of Board Members
		1. Review of officer election procedure.
			1. *It’s a good idea to read the officer election procedure from the bylaws for the group, so people know how and when to nominate and are aware of any restrictions such as term limits.*
		2. Officer elections.
12. New Business
	1. *Ideally, any new business or discussion items were submitted to the house corporation president in advance of the meeting.*
13. Upcoming Meetings and Calls
	1. *A review of dates for future conference calls and meetings.*
14. Review of action items and to-do list: House Corporation Secretary
	1. *It’s a good idea at the end of any meeting to review the next steps and action items, including who owns each item and a timeline for completion.*
15. Open discussion forum
	1. *Depending on the amount of business you have to do and the amount of time you’ve allocated for your meeting, you could consider opening up the meeting for general questions, discussion, etc. from alumni and undergraduates. This could be a great way to engage additional alumni in your work and cultivate future volunteers.*
16. Adjourn