

and make recommendation for changes to the Oversight Committee on Greek Life. The CHMC will be chaired by a person from the committee decided on annually by the members of the committee.

- B. All Organizations, whether currently leasing from the University, sub-leasing or entering into leases in the future with the University, must comply with the provisions of this Permanent Memorandum.

- b) Not be on disciplinary probation or deferred suspension with the University.
 - c) Have a minimum 2.25 grade point average.
 - d) Be in good standing with the Organization, if applicable.
3. The total number of freshmen living in the Facility shall not exceed thirty percent (30%) of the total number of members living in the Facility.
- K. Facilities shall not be used for any purpose or activity determined to be unlawful under the provisions of any federal, state, or local statute, ordinance, or regulation, or in violation of any policy or regulation of the University. Each Organization shall abide by all applicable federal, state, or local statutes, rules, regulations, or ordinances, and by any other rules or regulations adopted by the University.
 - L. Facilities shall not be used at any time for the purpose of carrying on any unapproved business, profession, or trade of any kind whatsoever.
 - M. Controlled substances as defined by any federal, state, or local statute, or rule, regulation, or ordinance shall not be sold, possessed or utilized in or on the Facilities. An individual may use prescription medication which otherwise qualified as a controlled substance but only under a prescription to that individual.
 - N. Except as authorized by law, firearms are not allowed in or on the Facilities.
 - O. The sale, purchase, possession, and use or consumption of alcohol in or upon the Facility must be in compliance with all applicable laws and University policies.
 - P.

Organization, in the opinion of the University, having corrected

IV. HOUSE DIRECTOR

- A. Each Organization is required to employ a House Director to live in the designated living facility on a full-time basis during the regular academic year or semester when the facility is open and/or occupied.
 1. The House Director job description must comply with the following minimum qualifications:
 - a) Must be 25 years of age or older;
 - b) Bachelor's degree or equivalent;
 - c) Experience with group living arrangements, residence life, or other group living situations;
 - d) Cannot be a graduate of the University within the past five years without the permission of the University.
 2. A sample House Director job description is available on the Designated Unit's website and is available for use with suitable modifications.
 3. Each Organization shall submit a resume of the House Director to the Designated Unit. The House Director meets the minimum qualifications.

- D. In the absence of a House Director or interim House Director, regardless of reason, no meetings or activities of any kind may take place at the Facility, including Chapter meetings or informal gatherings, and only residents may be present at the Facility (except for during standard dining services) before 8:00 a.m. and after 8:00 p.m. on weekdays, on weekends, overnights and during any event or activity at the Facility

V. FACILITY COMPLIANCE

- A. Fire and life-safety codes and health and food service sanitation regulations must be observed at all times.

- 1. The Organization shall complete an annual Food Safety Audit of all food prep areas and equipment to ensure compliance with federal and state health codes through a third party vendor. A copy of the annual audit in the last year will be provided to the Designated Unit prior to July 1 each year. The Organization will also provide a copy of any plan of correction for each audit deficiency to the Designated Unit and

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7. All policies must provide occurrence coverage.
 8. All policies must provide that the University shall be given at least 30 days written notice prior to any modification or termination of coverage.
- B. Proof of insurance required by this section shall be provided to the Designated Unit by July 1 of each

- approved key/card, biometric, or electronic operated lock by the Organization. All locks will have an emergency key override feature.
3. Existing facilities may be secured by keyed lock, but it is preferred that new construction and major renovations will provide card, biometric, or electronic operated locks with an emergency key override.
 4. The Organization will maintain an inventory of all keys and doors operated by keys.
 5. The Organization will conduct a complete audit of all keys at the end of each semester and maintain documentation of the audit and actions taken for unaccounted keys/lock changes.

APPENDIX: SUMMARY OF REQUIRED ORGANIZATIONAL SUBMITTALS

1. The house ownership organization shall maintain the identity of the person to represent the Organization on matters related to the lease and this Permanent Memorandum with the Designated Unit.
2. The house ownership organization shall maintain a current copy of its organizational structure, officers, and membership with the Designated Unit.
3. The Organization shall provide the Designated Unit a roster of current members at least one week prior to the first day of class each semester.
4. Submit the name(s) and resume(s) of proposed house directors to the Designated Unit to ensure that the proposed house director(s) meet the minimum qualifications at least one week prior to the offer of employment.
5. Proof of insurance satisfying shall be provided to University (Designated Unit and Risk Management office) by July 1 of each year.
6. Provide a copy of the annual Food Safety audit in the last year from third party vendor for the kitchen and dining areas by July 1 each year. Plan of correction for each audit deficiency to be provided to the Designated Unit and Environmental Health and Safety office when available.
7. Provide a copy of the annual inspection in the last year by the state fire marshal for the entire owned Facilities by July 1 each year to Designated Unit and Environmental Health and Safety office. Plan of correction for each audit deficiency to the Designated Unit and Environmental Health and Safety office when available.
8. Annual and periodic preventative maintenance of the heating, ventilation, and air conditioning systems contract to the Designated Unit by July 1 of each year.