

Tips for Working with Out-of-House Members

Below are several suggestions for managing out-of-house members. It is **strongly recommended** that every chapter have written guidelines for out-of-house members and adhere by those guidelines.

Keep Them Involved

- Require all members to eat at least 1 dinner a week together.
- Keep an up-to-date phone list with out-of-house members' numbers.
- Encourage out-of-house members to eat lunch at the house with simple billing/tracking system.
- Make sure out-of-house members know about house functions.
- Require attendance at all chapter meetings, initiations and Founders' Days.
- Survey all your members (including out-of-house members) for Total Membership Education program ideas and plan at least 3 workshops or speakers per term - with several geared towards the interests of older and out-of-house members.
- Create a semester-long calendar of events and activities in the chapter at the start of the term (or before) and make certain all out-of-house members have copies.
- Create an e-mail listserv with a weekly calendar of events and activities planned that is sent to each brother each week.

Financial Obligations

- Require all members to sign a financial obligations contract.
- Keep all members current on financial obligations.
- Do not allow members to move out without fulfilling their financial obligations to the house.
- Require all members to live in house until house capacity is met. Then, once house capacity is met, those with most seniority are given option of moving out first.
- Establish specific rules for who can move out and why.
- Require a house vote to approve members moving out (should be included in chapter by-laws).
- Require out-of-house members to pay a house bill to include local and international dues as well as meals that they are expected to eat in the house each week.