INTERFRATERNITY COUNCIL, and PANHELLENIC ASSOCIATION RISK MANAGEMENT POLICY MARQUETTE UNIVERSITY

Fall 2009
Table of contents

Article I: Purpose
Article II: Application
Article III: Roles and duties of Judicial Vice Presidents
Article IV: Definition of an Event
Article V: Hosting Regulations
Article VI: BYOB
Article VII: Registering Events
Article VIII Third party vendor
Article IX: Registration of Third Party Vendor Events
Article X: Sanctions
Article XI: Hazing
Article XII: Sexual Abuse and Harassment
Appendix A: Fraternal Information and Programming Group (FIPG) Risk Management Policy
Appendix B: Immediate Care for the Intoxicated
Appendix C: Minimizing the Risk for Sexual Abuse and Harassment
Appendix D: Fire, Health and General Safety
Article I: Purpose
Section 1: To provide continuous education regarding Greek functions
Section 2: To assist social fraternities and sororities in the planning and execution of safe social functions.
Section 3: To raise awareness amongst social fraternities and sororities, to increase awareness about the level of risk that occurs at functions, and to put in place the right policies and procedures to reduce the level of risk.

Article II: Application
Section 1: All recognized IFC fraternities and PHA sororities at Marquette University. This policy applies to all new members, pledges, associate and active or initiated members, visiting members from same national chapter, and alumni.
Section 2: Failure to comply with this or any other IFC/PHA and policy will result in sanctions from the IFC/PHA and Joint Judicial Board.
Section 3: All member fraternities and sororities are expected to follow both their local IFC/PHA policies and respective Inter/National policies as well as local law enforcement regulations.

Article III: Roles and duties of Judicial Vice Presidents
Section 1: The Judicial Vice Presidents (JVP) of the Interfraternity Council and Panhellenic Association will be elected annually (in accordance with their respective constitutions).
Section 2: The JVPs will meet weekly with the Assistant Dean for Student Involvement
Section 3: The JVPs will conduct trainings each semester with chair persons responsible for social functions and Risk Management Chairs, Presidents and new members of all Greek organizations.
Section 4: The JVPs will compile an event schedule on the Thursday prior to the parties/events. The Judicial Vice Presidents will then provide a detailed event schedule to the following:
   1. Assistant Dean for Student Involvement
   2. IFC and Panhellenic Presidents
Section 5: The JVPs will notify, via e-mail, the Chapter President that all appropriate Event Registration forms have been received and completed 24 hours prior to the event.

Section 6: The JVPs will assist chapters in understanding all FIPG (Fraternal Information and Programming Group) (Appendix A) Risk Management policies, as well as the Risk Management policy of Marquette University IFC/PHA.

Article IV: Definition of an Event
Section 1: A social gathering can be defined as an event that needs to be registered as soon as the number of non-member guests surpasses a 2:1 ratio of the number of chapter members (including but not limited to actives, pledges, and alumni) or if the event has direct association with a chapter i.e. involving the chapter’s name in the event title.

Subsection A: Example of an event with direct association could be defined as but is not limited to: “Chapter ABC Bar Night, Bar/Pub Crawl, Boat Cruise, etc…”

OR: An open party, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden. All parties should use a guest list system where individuals are placed on a list prior to the event by members of the organization.

Subsection B: Multi-chapter Event is approved, sponsored, hosted, or arranged by a chapter or its members in the name of the chapter

Subsection C: Exchanges or mixers involving two or more chapters limited to chapter members and or alumni

Section 2: The Following indications of forethought imply an event:
1. Information concerning the event was announced in a chapter meeting
2. Information concerning the event was distributed through any chapter communication methods (for example, but not limited to: meetings, phone lists, email lists, social networking sites such as Facebook or Myspace, Twitter, etc.)
3. Alcohol is present
4. Designated or paid Band/DJ or other entertainment is present
5. List of invited guests
6. Door monitors present

Section 3: If campus rules permit alcohol, it shall only be made available:
1. In compliance with applicable laws
2. To persons of legal drinking age
3. Only in accordance with applicable campus rules, regulations, and policy.
4. Through a licensed and insured vendor.
Section 4: Any Executive Board member of the IFC or the Panhellenic Association or Office of Student Development representative will be granted immediate access to any social event.

Subsection A: Any event is subject to review by above mentioned parties acting in the capacities other than host chapter’s or invited event guests.
Subsection B: Presidents of individual chapters have the right to report any abuse of power by IFC/PHA Executive board members immediate access privilege to Assistant Dean for Student Involvement.

Article V: Hosting Regulations
Section 1: Event Management

Subsection A: All open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are strictly prohibited.

Subsection B: All chapters shall abide by the Bring Your Own Beverages (BYOB) policy or third party vendor policy as defined below in Article VI.

Subsection C: Chapters may not use chapter funds to purchase alcoholic beverages

Subsection D: No chapter is authorized to sell tickets, cups, collect cover charges, charge admission, vend alcohol from machines, or engage in any other activity that is, or creates the impression that the chapter is selling alcohol.

Subsection E: No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.

Section 2: Events will run no later than 2:00am. All last calls and bands must be done by 1:30am to ensure that all parties will end promptly at 2:00am.

Section 3: All alcohol related events on chapter premises must be enclosed in the chapter house and/or fenced courtyard. No alcohol shall be permitted outside the chapter house or the fenced courtyard.

Section 4: There must be one sober chapter member to every fifteen (1:15) guests at the event.
Subsection A: Sober shall be defined as abstaining from consumption of any alcohol 24 hours in advance of the event, and through the end of the event.

Section 5: When guests arrive at a function, the Designated Door Monitor will be required to check each guest’s Driver’s License or valid State ID for proof of age. The guest will sign their name and write in their correct date of birth next to their listed name on the typed guest list.

Subsection A: The Designated Door Monitor reserves the right to ask for an alternate form of ID

Subsection B: The Designated Door Monitor reserves the right to call DPS if the guest is being uncooperative.

Subsection C: All guests must be at least 18 years of age or older.

Subsection D: For those who are not of legal drinking age, a black “X” will be placed on their right hand.

Subsection E: For those who are of legal drinking age, a wristband will be placed on their right wrist.

Subsection F: **There must be one sober chapter member to every fifteen (1:15) guests at the event.**

Subsection G: For all events held on chapter premises, there must be one sober executive officer for the host chapter.

Subsection H: If an event is being hosted by more than one chapter there must be one sober executive officer from EACH hosting chapter at all times. Social events cannot be hosted by more than four (4) chapters.

Subsection I: In the case of mixers/exchanges there must be one sober executive officer for every chapter in addition to sober members, but not necessarily at the door.

Section 6: Transportation information must be provided by the hosting chapter (i.e. LIMO service, local taxi services, chartered bus etc.)

Section 7: Sufficient food and alternative beverages are required at all social events/parties (i.e. sub sandwiches, cold soft drinks, chips, pretzels, etc.).

Subsection a: These items will be provided by the host chapter and
must be set up prior to the party beginning. Food and alternative beverages must be replenished throughout the duration of the event and accessible to all guests.

Section 8: Non-alcoholic beverages will be served from closed containers (cans, plastic, bottles, or in bulk containers).

Section 9: The chapter has the responsibility of disposing of any alcohol remaining, including opened and unopened containers within 24 hours of the event’s termination.

Section 10: No guest will be permitted to leave with any alcohol whether containers are open or not.

Section 11: The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises, or during chapter events or at any event that an observer would associate with the chapter, is strictly prohibited.

Section 12: No chapter may co-sponsor an event at their house with an alcohol distributor, charitable organization, or tavern where alcohol is given away, sold, or otherwise provided to those who are present, special circumstances can be extended to chapters with a written and approved proposal to the Assistant Dean for Student Involvement.

Section 13: No chapter shall permit, tolerate, encourage or participate in an activity that will be perceived as a "drinking game" at any chapter function.

Section 14: All events and individuals must be in compliance with all applicable federal laws, Wisconsin state laws and local ordinances.

Section 15: Hosting chapter must provide one door for entry and exit, while in the event of an emergency providing access to emergency exits.

Section 16: No alcoholic beverages may be purchased through or with chapter funds.

Section 17: Any registered event at which alcohol will be present, the hosting chapter must have a designated bar area in which only host chapter members are allowed.

Subsection A: The host chapter must provide at least one chapter member to be a sober bartender at all times (bartenders are eligible for rotation as long as rotated bartender is a chapter member).

Section 18: Taking up a collection, charging admission or accepting donations to purchase alcohol is prohibited and chapters may not receive any discount
on alcoholic beverages or reduced entrance cover based on their affiliation with or membership in IFC/PHA chapters.

Section 19: No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

Section 20: No chapter event shall permit the presence of hard alcohol or kegs.

**Article VI: Bring Your Own Beverages (BYOB)**

Section 1: Upon arriving at the party a guest who wishes to drink will exchange their beverages for the equal number of tickets after completion of proper check-in procedures. The Beverages will be then taken by a sober host chapter roaming monitor to the designated drink distributing area.

Section 2: All those individuals possessing any container of alcohol are prohibited from passing or giving said items to those without wristbands.

Section 3: A person of 21 years of age may bring one type of the following in the designated amount:

- 96 oz of canned beer equivalent to 8 cans of 12 ounces each
- 72 oz of wine coolers or malt beverages equivalent to 6 wine coolers or malt beverages provided that all containers are plastic. **Glass bottles are prohibited.**
- 16 oz of wine equivalent to 4 servings of 4 oz wine

**Article VII: Registering Events**

Section 1: All chapters must register all alcohol social events/parties in the Office of Student Development, AMU 121. **Event Registration Forms are due seven (7) business days prior to the event by 4:30pm.** All registration forms must be complete before they will be accepted.

Section 2: When the Event Registration Form is received by the Office of Student Development, the date and time of receipt will be marked on each form. **If a chapter does not register their event at least seven (7) business days prior to the event, they will not be eligible for that event. NO EXCEPTIONS.**

Section 3: **Typed guest-lists** are required for all parties/events. **All typed guest lists are required to be turned into the Office of Student Development two (2) business days before a social event/party will take place. Please note that the Office of Student Development closes at 4:30pm.** If you do
not submit on time, the typed guest-list to the Office of Student Development, your event will be cancelled

Section 4: All invitation lists will include the names of all IFC and Panhellenic Executive Board members. These names will not be included in TOTAL invited guests.

Section 5: Any member of the hosting chapter may be permitted one unnamed guest. The term “GUEST” shall appear directly under the members name on the typed guest list.

Subsection A: The unnamed guest shall print, and sign their name on the “GUEST” line.

Subsection B: The unnamed guest shall also place their date of birth on the “GUEST” line.

Subsection C: Guests at Greek events are subject to all of the policies and regulations of Greek Life, and the chapter member who permitted the Guest, and the host chapter are responsible for their behavior.

Section 6: Completed Guest Lists are due one (1) business day after the event. Please note that the Office of Student Development closes at 4:30pm.

Section 7: If a fraternity and sorority are hosting an event with another chapter (co-hosting); each fraternity/sorority hosting/co-hosting the event must fill out individual Event Registration Forms. If one fraternity/sorority is missing their Event Registration Form, that chapter will forfeit the right to be included in the social event/party.

Section 8: Any changes to the Event Registration Form shall be filed with the Judicial Vice Presidents at least two (2) days prior to the event.

**Article VIII: Third party vendor**

Section 1: In lieu of the B.Y.O.B Policy, event sponsors may opt to contract with a third party vendor to operate a cash bar at the event. The vendor must sign the Third Party Vendor Form prior to the event and must agree to the following:

Subsection A. The vendor must provide proof of proper license issued by the appropriate local and/or state authority. This may include both a liquor license and a temporary license to sell on the premises where the event is to be held.
Subsection B. The vendor must provide a properly completed certificate of insurance prepared by the insurance provider which specifies the following insurance coverage:
1. A minimum of $1,000,000 of general liability insurance.
2. Off-premises liquor liability insurance
3. Non-owned and hired automobile insurance

Subsection C. The vendor must agree in writing to sales only, collected by the vendor during the function.

Subsection D. The vendor must assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to, the following.
1. That vendor will check identification cards upon entry;
2. That vendor will refuse service of alcoholic beverages to minors;
3. That vendor will refuse service to individuals who appear intoxicated;
4. That vendor will maintain absolute control of all alcoholic containers present; and
5. That vendor will collect all remaining alcohol at the end of the event, and remove it from the premises. Vendor must also agree that no excess alcohol -- opened or unopened – will be given, sold or furnished to the event sponsor(s).

Section 2: All invitation lists will include the names of all IFC and Panhellenic Executive board members. These names will not be included in total invited guests.

Section 3: Sufficient food and alternative beverages are required at all social events/parties (i.e. sub sandwiches, cold soft drinks, chips, pretzels, etc.).

Subsection A: These items will be provided or contracted by the host chapter and must be set up prior to the party beginning. Food and alternative beverages must be replenished throughout the duration of the event and accessible to all guests.

Subsection B: Water from the sink is acceptable as long as clean cups are provided.

Section 4: Non-alcoholic beverages with the exception of water will be served from closed containers (cans, plastic, bottles, or in bulk containers).

Article IX: Registration of Third Party Vendor Events

Section 1: All chapters must register all alcohol social events/parties in the Office of
Student Development, AMU 121. **All Event Registration Forms are due seven (7) business days prior to the event by 4:30pm.** All registration forms must be thoroughly completed before they will be accepted.

Section 2: When a Greek Event Registration Form is received by the Office of Student Development, the date and time will be marked on each form. **If a chapter does not meet the seven (7) business day deadline, they will not be eligible for that event. NO EXCEPTIONS.**

Section 3: If a fraternity and sorority are hosting an event with another chapter (co-hosting); each fraternity/sorority hosting/co-hosting the event must fill out individual Event Registration Forms. If one fraternity/sorority is missing their Event Registration Form, that chapter will forfeit the right to be included in the social event/party. Please note that when an event is Third Party Vendor, only one proof of insurance is required.

Section 4: **Typed guest-lists** are required for all parties/events. **All typed guest lists are required to be turned into the Office of Student Development two business days before a social event/party will take place. Please note that the Office of Student Development closes at 4:30pm.** If you do not submit on time the typed guest-list to the Office of Student Development, your event will be cancelled.

Section 5: Proof of Insurance from the Third Party Vendor is due 2 Weeks prior the event. **Please note that the Office of Student Development closes at 4:30pm.** If you do not submit the proof of insurance into the Office of Student Development, your event will be cancelled by the Office of Student Development.

Section 6: Transportation must be supplied by the chapter(s) to and from the event additionally insurance wavers must be supplied to OSD **seven business days prior to event with event registration form.**

Section 7: Copies of the bus company contract and contact information must be attached to the registration form. Must be submitted to the Office of Student Development, AMU 121, with the event registration forms, seven (7) days prior to the event.

Section 8: Completed Guest Lists are due one (1) business day after the event. **Please note that the Office of Student Development closes at 4:30pm.**
### Article X: Sanctions

Section 1: Sanctions

#### 1. Fines

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kegs</td>
<td>$150 per keg</td>
</tr>
<tr>
<td>Late Lists (post)</td>
<td>$25 for the 1st late list $40 for each additional late list thereafter</td>
</tr>
<tr>
<td>Incomplete Registration</td>
<td>$50</td>
</tr>
<tr>
<td>Having Hard Alcohol</td>
<td>$100 and $20 per bottle</td>
</tr>
<tr>
<td>Failure to Provide Wristband</td>
<td>$50</td>
</tr>
<tr>
<td>Failure to have sober monitors</td>
<td>$25 per missing person</td>
</tr>
<tr>
<td>More than One Door</td>
<td>$25</td>
</tr>
<tr>
<td>Entry</td>
<td></td>
</tr>
<tr>
<td>Unregistered Event</td>
<td>$150 and J-Board</td>
</tr>
<tr>
<td>Failure to have BYOB</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to provide food/water/Nonalcoholic beverages</td>
<td>$50</td>
</tr>
</tbody>
</table>

These sanctions are subject to change as the judicial council deems appropriate.

Section 2. Other Possible Sanctions/Outcomes

- **Subsection A: Restitution**—Complete restitution for damages to property.

- **Subsection B: Positive Actions**—requiring the group to perform actions to better the community such as community service or latenight programming as defined by the Judicial Board and to be completed by a specified date.

- **Subsection C: Programming**—Mandatory participation in relevant alcohol and other educational programs.

- **Subsection D: Probation**—Probation may be imposed for any length of time and may carry any combination of stipulations. (Including, but not limited to: use of University facilities and the opportunity to host social events)

- **Subsection E: Suspension**—Suspension may be imposed for any length of time and may carry any combination of stipulations. If suspension is imposed specific guidelines for re-recognition of the organization will be outlined.
** All sanctions are recommendations by the Greek Judicial Board and must be approved by the Assistant Dean for Campus Activities and Greek Life.

Article XI: Hazing
Section 1: No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Actions, behaviors and situations include, but are not limited to:

a. morally degrading or humiliating games and activities
b. activities involving the consumption of any alcoholic beverage or any other beverage
c. creation of fatigue including sleep deprivation
d. physical or psychological shocks
e. kidnapping
f. personal servitude
g. verbal abuse
h. degrading, humiliating or harassing games and activities
i. paddling or physical abuse in any form
j. activities a prerequisite to or as a requirement for membership or initiation in the Fraternity which exposes any initiate(s) or pledge(s) to any type of physical danger regardless of degree
k. activities which would disrupt public order or tend to bring the Fraternity into disrepute in the local community
l. “Hell Week” or any other pre-initiation or intensive or condensed programming

Section 2: The purchase or consumption of alcohol associated with pledge or initiate education is forbidden.

Article XII: Sexual Abuse and Harassment
Section 1: Sexual harassment is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power.

Section 2: Sexual assault or conduct or rape is defined as an act of sexual contact with a person against his/her will.

Section 3: The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to:

a. verbal harassment
b. sexual assault
c. unwanted touching- inappropriate touching, pinching or patting
d. brushing against someone else's body
e. humor and jokes about sex or male or female specific traits
f. suggestive or insulting sounds
g. sexual innuendoes about your or someone else's personal appearance
h. sexual innuendoes about your or someone else's sexual activities
i. demands for sexual favors accompanied by implied or overt threats
j. date rape
k. gang rape

**Appendix A:** Fraternal Information and Programming Group Risk Management Policy

Located at:

**Appendix B:** Immediate care you can provide for the intoxicated

Section 1: Speak in a clear, reassuring manner
- Don’t allow the person to drive
- Don’t laugh, ridicule or provoke the person
- Don’t give food, liquid or drugs to sober them
- Keep the person still and comfortable
- Don’t give the person a cold shower
- Don’t exercise the drunk person
- Don’t have them lie on their back
- Stay with the person who is vomiting
- Monitor the person’s breathing
- Remember the only thing that can sober an intoxicated person is time

Section 2: Call DPS when any of the following is present.
- A: The person is unconscious.
- B: The person is having difficulty breathing. Be aware that the person may stop breathing, so be prepared to administer artificial respiration if you are trained in CPR.
- C: You are in doubt as to what to do. When in doubt, call for help. Many of the undergraduates who have died in chapter houses as a result of alcohol consumption were left on their own to “sleep it off”. Few of us are medical professionals who can make a visual determination of the need for help for an intoxicated person. If it happens, don’t waste time—get help.
- D: The person is too unruly to handle
- E: You need transportation is a health facility
- F: The person refuses assistance and may cause harm to himself or others, especially if he/she is behind the wheel of a car.

**Appendix C:** Minimizing the Risk for Sexual Abuse

Section 1: Understand that you are responsible for your actions as an individual and a member of a group.

Section 2: Don't assume that previous permission for sexual activity applies to the current situation.
Section 3: Don't assume that just because someone dresses in a "sexy" manner and flirts that she/he wants to engage in sexual activity.

Section 4: Don't get into a vulnerable situation with someone you don't know or trust.

Section 5: Take an equal role in your relationships with the opposite sex.

Section 6: Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.

Section 7: Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.

Section 8: Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in love-making.

Section 9: Host educational programs for your chapter. Hold a program on human sexuality. Aggressively address problems of substance abuse that lead to other problems.

Section 10: Invite a campus counselor to conduct a program on male-female relationships and assertiveness communication and invite a men’s or women’s group to join your chapter in the discussion.

Section 11: If you or someone you know is being sexually harassed,
A: Stand up to the harasser. If you are in a situation that doesn't feel right, let your harasser know that you feel uncomfortable. Tell him or her that you do not like what he/she is doing.
B: Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.
C: Seek out support from friends with whom you can share your concerns.
D: Explore your options to file a formal complaint with the university. Get in contact with DPS.
E: Contact a close friend or relative with whom you would feel comfortable talking.
F: If a friend tells you that she/he has been raped, believe her/him. False claims are rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.
G: Call a rape-crisis center or rape-crisis hotline. Rape-crisis centers are staffed with professional counselors who will help you begin to sort through your feelings. Counselors are available 24 hours a day and all
calls are confidential.  
H: Contact the police. By contacting the police, you will have some flexibility in your legal options. You may or may not decide to prosecute. But if you do, the necessary evidence will have been collected. Confidentiality is also observed by the police.

Section 12: If someone in your chapter is accused of rape,

A: As in other situations, identify a spokesperson for the fraternity.
B: Contact the persons identified in the crisis management section.
C: Advise the accused member of the chapter to seek the advice of an attorney.
D: Do not speak of the incident to any outside sources, which includes, but is not limited to:

a. Student newspapers
b. Broadcast (ABC, NBC, etc) news sources
c. Students or people not affiliated with the member’s chapter in question

Appendix D: Fire, Health and General Safety

Section 1: All chapter houses should meet all local fire and health codes and standards.

Section 2: All chapters should post by common phones and in other locations emergency numbers for Department of Public Safety, fire, police and ambulance. Evacuation routes on the back of the door of each sleeping room should be posted.

Section 3: All chapters shall comply with loss control recommendations as reported by the insurance company.

Section 4: The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter facility or location is strictly prohibited.

Section 5: How to Maintain Your House as a Safe Place

A: Always keep your chapter house doors locked. DO NOT leave doors propped open for friends who might be coming over later.
B: Make sure that all windows are closed and locked before turning in for the night.
C: Do not lend your key to anyone. Do not give out the codes for the chapter's door locks.
D: Do not use a keychain with your fraternity letters with your keys in the event that you lose your keys.
E: If you lose your keys, be sure to report it to the chapter president and the house manager.
F: Be sure that all entrances to your chapter house are well lighted.
G: Be sure that all bushes and shrubbery are trimmed to discourage someone from hiding in them.
H: Place emergency numbers next to every phone in the house.
I: Question anyone you do not know who is in your house as to who they are and what they are doing.

J: Maximum occupancy numbers for houses and rooms for all group activities shall be posted or on file in which the president can produce upon immediate request.

K: Properly mark fire exits with diagrams and post them.

L: When in doubt, follow your national chapter’s rules for chapter house safety.

Ratified: MMDDYYYY