

**INTERFRATERNITY COUNCIL and PANHELLENIC ASSOCIATION
RISK MANAGEMENT POLICY
MARQUETTE UNIVERSITY**

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Abbreviations

PHA- Panhellenic Association
IFC- Interfraternity Council
OSD- Office of Student Development
AMU- Alumni Memorial Union
FIPG- Fraternal Informational and Programming Group
CLSI – Center for Leadership, Service, and Involvement

Notice:

This document serves as a supplement to each chapter's own National/International Policies and Regulations regarding Risk Management Awareness as well as Marquette University's Policies. Organizations should be aware of the standards outlined by their National/International Policies as well as Marquette University and follow them accordingly. Failure to comply with this or any other IFC/PHA policy will result in an investigation that will examine context to determine organizational responsibility. This investigation could result in sanctions from the IFC/PHA Joint Judicial Board.

Article I: Purpose and Application

Section 1: To reduce risk and liability at fraternity/sorority functions.

Section 2: To assist social fraternities and sororities in the planning and execution of safe social functions.

Section 3: To increase awareness about the level of risk that occurs at fraternity/sorority functions and to educate fraternities/sororities on best practices to reduce risk.

Section 4: This policy applies to all new members, pledges, associate and active or initiated members, visiting members from the same national chapter, and alumni for all IFC and PHA sororities as well as associate chapters at Marquette University.

Section 5: Failure to comply with this or any other IFC/PHA policy will result in sanctions from the IFC/PHA Judicial Board. Please refer to the IFC/PHA Judicial Policy for judicial procedure information.

Article II: Alcohol and Drugs (FIPG)

Section 1: The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB (See Appendix B) or Third Party Vendor Guidelines.

Section 2: No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

Section 3: OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.

Section 4: 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 5: The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

Section 6: No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Section 7: No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

Section 8: All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

Section 9: No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

Section 10: No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother-little brother" events or activities/ "big sister-little sister" events or activities, "family" events or activities and initiation.

Section 11: All alcohol related events on chapter premises must be enclosed in the chapter house. No alcohol shall be permitted outside the chapter house.

Article III. Additional Requirements

Section 1: Each fraternity/sorority shall annually submit its risk management policy, insurance information, as well as a letter from the national organization stating that they understand the policy and agree that all events will follow this and the chapters risk management policies.

Section 2: For all registered events, the following additional requirements must be met:

- a. Chapter must submit a document assessing the risks of each event and how the chapter will minimize these risks.
- b. One entrance/exit to event.
- c. Food and alternative beverages must be free, accessible and replenished throughout the duration of the event.

Appendix A. Registration Procedures

If one of the following are met the event **MUST** be registered regardless of location:

1. The event is cohosted (if the event is formally arranged in the name of a chapter and another party)
2. The event is arranged in the names of two or more chapters
3. If alcohol and non-affiliated guests are present and a list of guests was created (See Article II Section III for open party policy)
4. The event is hosted at a Third Party Vendor location

How to register a social event:

1. If the event is hosted at a Third Party Vendor location, the event must be registered using the OSD Event Registration Form which is **due 2 weeks prior** to the event along with the Third Party Vendor Responsibility form.
2. For any event meeting the above criteria, all chapters must register the event by using the IFC/PHA Event Registration Form. This form is due **seven (7) business days prior** to the event.
 - a. If multiple chapters are hosting an event, each chapter must fill out individual IFC/PHA Event Registration Forms. **If one chapter is missing their Event Registration Form, that chapter will forfeit the right to be included in the social event.**
 - b. Any changes to the Event Registration Form shall be filed with the Judicial Vice Presidents at least two (2) business days prior to the social event.
3. **Typed guest-lists** are required for all parties/events being registered. **All typed guest lists are due on the Wednesday prior to a social event date.**
 - a. If you do not submit the typed guest-list on time to the CLSI, your event will be cancelled
 - b. No “unnamed” guests will be permitted.
 - c. Changes to the guest list can and must be submitted to the JVP’s via email no less than 6 hours prior to the event.
 - d. **All** guest lists will include the names of all IFC and PHA Executive Board members. These names will not be included in TOTAL invited guests.
4. Signed Guest Lists and completed punch cards are due one (1) business day after the event.

Please note that all paperwork should be turned in to CLSI Mailbox # 174 for Panhellenic Events and #123 for IFC events. The CLSI closes at 11 pm M-Th, at 4pm on F. Any late paperwork will result in a \$25 fine for the first offense, and \$40 for any subsequent offense. In addition to the fine, the event will be cancelled.