



Sorority and Fraternity Life

Risk Management Policy

Purpose

The purpose of this document is to provide concise standards for all chapters and councils at Marquette University and shall be supplementary to inter/national policies, university policies, and all federal, state, and local laws. This policy was created in adherence with university policies and supports the [North American Interfraternity Conference Alcohol and Drug Guidelines](#). All Marquette students and recognized student organizations must comply with all relevant [policies](#) and Marquette's student code of conduct.

This policy applies to all fraternities and sororities, councils, new members, pledges, associate, active, and initiated members. As well as visiting members from the same council or chapter, and alumni as well as associated chapters at Marquette University. This policy's purpose is to:

- Reduce risk and liability at sorority/fraternity/council functions.
- Assist social fraternities, sororities, and/or councils in the planning and execution of safe social functions.
- Increase awareness about the level of risk that occurs at fraternity/sorority functions and to educate fraternities/sororities on best practices to reduce risk.

Each organization is responsible for educating its members, perspective members, and guests about this policy and for enforcing this guidance during its activities. Organizations are expected to use internal processes and inter/national procedures to maintain a high level of accountability.

Alcohol & Drugs

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:

- a. **Third Party Vendor:** Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - i. The vendor must sign the Third-Party Vendor Form prior to the event and must agree to the following:
 - 1. 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.
 - 2. The vendor must provide a properly completed certificate of insurance prepared by the insurance provider which specifies the following insurance coverage:
 - a. General Liability insurance at a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
 - b. Off-premises liquor liability insurance within the stated limits.
 - c. Non-owned and hired automobile liability insurance at a minimum of \$1,000,000.
 - d. The General Liability insurance must name “Marquette University” as an additional insured and the certificate should state the insurance coverage is primary over other collectible insurance.
 - 3. The vendor must agree in writing to sales only, collected by the vendor during the function.
 - 4. 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.
 - a. That vendor will check identification cards upon entry;
 - b. That vendor will refuse service of alcoholic beverages to minors;
 - c. That vendor will refuse service to individuals who appear intoxicated;
 - d. That vendor will maintain absolute control of all alcoholic containers present; and
 - e. 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).
- b. **BYOB:** Brought by individual members and guests through a bring your own beverage (“BYOB”) system. The presence of alcohol products above 12% alcohol

by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

- i. Organizations must use an accountability system, such as punch cards, tags, tickets, or wristbands to monitor the distribution of alcohol back to the individuals who brought it to the event.
- ii. Upon arrival to the event beverages will be then taken by a sober monitor to the designated drink distributing area. The designated drink distribution area must be a common area to serve drinks.
- iii. Only one alcoholic beverage may be acquired at a time.
- iv. All those individuals possessing any container of alcohol are prohibited from passing or giving said items to those without wristbands.
- v. A person of 21 years of age may bring one type of the following in the designated amount:
 1. The per person maximum alcohol permitted is six (6), twelve (12) ounce cans or plastic bottles of beer, wine coolers, or malt beverages or one (1) bottle of wine, not to exceed 750 ml.
 - a. Wine must be poured according to the standard drink recommendation of five (5) ounces per drink.
 2. It is best practice that one should have no more than one standard drink per hour.
- vi. 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.
 1. All alcohol-related events on chapter premises must be enclosed in the chapter house.
- vii. Door/Sober Monitors:
 1. Door and Sober Monitors are initiated members of the organization, no new member shall be door or sober monitors in the semester they are initiated.
 2. Shall be defined as abstaining from consumption of any alcohol 24 hours in advance of the event, and through the end of the event.
 3. There must be one sober chapter member for every fifteen (1:15) guests at the event.
 4. When guests arrive at a function, the Designated Door Monitors will:
 - a. 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.
 - b. The Designated Door Monitor reserves the right to ask for an alternate form of ID.

- c. The Designated Door Monitor(s) reserves the right to call MUPD if the guest is being uncooperative.
 - d. All guests must be at least 18 years of age or older.
 - e. Distribute accountability system (punch cards, tags, tickets, or wristbands) to those 21 years or older.
 - f. Serve as sober monitors after door monitor duty is finished.
- 5. Sober Monitors will:
 - a. Sober monitors will monitor the event area and assess that all risk management policies are being followed.
 - b. Reserves the right to call MUPD if the guest is being uncooperative.
 - c. For all events held on chapter premises, there must be one sober executive officer from the host chapter.
 - i. If an event is being hosted by more than one chapter, there must be one sober executive officer from each host chapter at all times.
- 6. Distribution Monitors: Are sober monitors who are initiated members of the organization that are twenty – one (21) years of age who monitor and distribute alcohol to guests.
 - a. There must always be distribution monitors staffing the designated distribution area.
 - b. Distribution monitors or licensed third-party vendor bartenders are not permitted to serve anyone who is intoxicated, even if the person has alcohol remaining.
 - c. For BYOB events, there must be one distribution monitor from each organization.
- viii. Transportation information must be provided by the hosting chapter (i.e. Eagle Express service, local taxi services, chartered bus, etc.)
- ix. Sufficient food and alternative beverages are required at all social events/parties (i.e. sub sandwiches, cold soft drinks, chips, pretzels, etc.).
 - 1. 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.
 - 2. Water from the sink is acceptable as long as clean cups are provided.
 - 3. Non-alcoholic beverages, apart from water from the sink or bottled, will be served from closed containers (cans, plastic, or bottles).

- x. No out of town or overnight events can be BYOB events.
 - xi. In addition to University approval, all BYOB events will require an acknowledgment from the chapter advisor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., BORG's, amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
 5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
 6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
 7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
 8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
 9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.
 10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Planning a Sorority & Fraternity Life Event with Alcohol

1. For events on campus please follow the [Student Organization Policy on Hosting Events that Include Alcohol – On Campus](#) website.
2. Off Campus events:
 - a. Due Seven (7) business days before an event: Complete an Event Registration Form on Marquee (Presence) and a SFL Chapter Event Registration Form. This event must be approved by a SFL staff member before completing the following steps.
 - b. Due Five (5) business days before event: Complete the Risk Assessment Form and review risk management procedures/policies.
 - c. Due three (3) business days before event: Turn in a SFL Chapter Event Invitation List

- d. Turn in completed invitation list two (2) business days after event.
- e. All paperwork can be submitted electronically to greeklife@marquette.edu or turned into AMU 121 before the event.

Alcohol & Drug Violations

Failure to comply with this policy will result in disciplinary action through the Marquette Conduct Office and Sorority & Fraternity Life Office. A detailed list of alcohol violations can be found [here](#).

Hazing

Per Wisconsin State Legislature: [948.51\(1\)](#) Hazing is defined as:

1. In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity.
2. No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college, or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

There is a zero-hazing tolerance at Marquette University and with SFL. Members who feel they have been a victim of hazing can report to the Coordinator of Sorority and Fraternity Life and/or the conduct office. For additional information on Hazing, please see [here](#).

Sexual Harassment and Sex Discrimination

Sorority & Fraternity Life as well as Marquette University "is committed to fostering a learning environment that is safe, conducive to academic success, and supportive of healthy personal development for all members of the campus community. Everyone on Marquette's campus shares responsibility for maintaining this environment by following university policies and exemplifying respect for others as communicated through our Statement on Human Dignity and Diversity.

In accordance with Title IX, and consistent with Marquette's commitment to human dignity, the University does not tolerate incidents of Prohibited Conduct, which includes sexual harassment, sexual assault, dating/domestic violence, stalking, sex discrimination, or retaliation. When an incident of Prohibited Conduct (occurring on or off campus) is reported to an appropriate Marquette official, the university will respond promptly to reasonably ensure such conduct ends and is not repeated, and to institute Supportive Measures to restore or preserve equal access to the University's Education Program or Activity. Students and employees who retaliate

against individuals who report such conduct will be subject to disciplinary action (“Sexual Harassment and Sex Discrimination Policy”, 2021).”

If you have experienced Prohibited Conduct, there are resources and people who can help you.

1. Make sure you are in a safe place (MUPD 414-288-1911)
2. Contact Advocacy Services 414-288-5244
3. Seek medical attention as soon as possible, if necessary
4. Report to Title IX Coordinator

(<https://www.marquette.edu/sexual-misconduct/assaulted.php>)

[Click here](#) for more information on these steps, resources, and reporting options.

Insurance

All recognized fraternities and sororities are required to annually provide a certificate of insurance to the University evidencing the following:

1. General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. The General Liability insurance must include Host Liquor Liability coverage within the stated limits.
3. The General Liability insurance must include Sexual Misconduct Liability coverage within the stated limits.
4. The General Liability insurance must name “Marquette University” as an additional insured and the certificate should state the insurance coverage is primary over other collectible insurance.

Education

Sorority & Fraternity Life is committed to Risk Management education for all councils and its members. Thus, the office will provide a series of Risk Management Workshops throughout the semester. Members will be required to attend two risk management workshops per semester. New members will be required to attend one workshop on Hazing and one on Alcohol Awareness within the first year of membership.

Created July 2023

Parts of this policy was adapted from University of Connecticut's Center for Fraternity and Sorority Development *Fraternity & Sorority Risk Management Guidelines* document, University of Tennessee Knoxville's *Office of Sorority & Fraternity Life Event Registration Procedure* and North American Interfraternity Conference Alcohol & Drug Guidelines.