

**Interfraternity Council (IFC)/Panhellenic Council (PHC)
At the University of Minnesota - Twin Cities
Risk Management Policy**

PURPOSE: This document is intended to preserve the integrity of the fraternity and sorority community by establishing a level of accountability and care for our brothers, sisters, and guests within social situations.

NOTICE: This document serves as a supplement to each chapter's own National/International policies and regulations regarding risk management awareness. Organizations should be aware of and comply with the standards outlined by their National/International policies, state and local laws, and the University of Minnesota. This document includes the policies as specified by the Fraternal Information and Programming Group (FIPG).

DEFINITIONS:

1. **Recruitment Events:** Any activity at which chapter members and potential members are present.
2. **Potential Member:** Any non-Greek male or female who attends the University of Minnesota.
3. **Co-sponsored event:** Any social event for which one or more members of two or more chapters help organize, advertise, register, or assume supervision in planning or executing.
4. **Hard Alcohol:** Any alcoholic beverage other than beer, malt beverages, wine, or champagne
5. **Guest List:** Any social event at which alcohol is present must have a guest list¹ containing the names of those who were invited. A guest list for any Tier 3 event may not contain the names of potential members. A guest list is not a sign-in list. The student directory is not a guest list.
6. **Open Container:** Any container that carries alcohol, of which the seal has been broken, whether contents are missing or not.
7. **Social Event:**
A Social Event¹ shall be defined as any hosted, planned, sponsored, promoted, or funded by a member fraternity at which members and non-members of that organization are in attendance.

Categories of Events:

An event will be placed under any of the three following categories:

Tier 1:

An event that is strictly for members and alumni or families and consists of no other invited guests will be defined as a level one social event.

Tier 2:

An event where each member is allowed to invite one guest to the chapter facility or the location of the event. This includes, but is not limited to, formals, date parties or any other social event where the ratio of guests to chapter members is no greater than 1:1.

Tier 3:

Any event where the number of attendees (including chapter members) is greater than twice the number of active, initiated members. This includes but is not limited to: list parties, mixers, pairing parties and theme parties.

¹ Under Minneapolis City Legislature, Chapter 370.45, regarding the Social Host Ordinance. The City defines a gathering as being any group of three or more persons who have assembled or gathered together for a social occasion or other activity. An event or gathering shall not include assemblies or gatherings occurring on the licensed property of a retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder who is regulated by Minn. Stat. § 340A.503.

I. EVENT REGISTRATION

- A. All events must be registered with the Interfraternity Council Executive VP. Registration will be by the means of electronic registration, which can be found at begreek.org under resources.
 - 1. All events must be registered with the IFC, within forty-eight (48) hours before the event. All events that are Level 1 or 2 must be registered at least 48 hours prior to the event occurring. All level 3 events must be registered by the Tuesday prior to the event occurring.
 - 2. Each individual chapter attending or co-sponsoring the event is required to register that event for themselves, regardless of where the event is held.
- B. If an impromptu event seems as though it may occur at a chapter facility and the chapter believes that it may turn into a Type 2 or 3 event, it is the chapter's responsibility to immediately contact the Executive VP of IFC and take the precautionary measures to follow level three guidelines
- C. Event Registration Forms must contain the following:
 - 1. Date with the Start Time and End Time of Event (no event may go past 2:00AM)
 - 2. Hosting Chapter
 - 3. Co-Sponsoring² Chapters - If Applicable (Co-Sponsoring chapters must submit the registration form)
 - 4. Location of the Event
 - 5. Type of Event - Level 1, 2, or 3 and designated as DRY, BYOB or 3rd Party.
 - 6. Name and contact information of main contact during the event.
 - 7. Name and contact information of person submitting form.
 - 8. Further Description of event if necessary.

II. EVENT MANAGEMENT

- A. Attendance Guidelines:
 - 1. All events with alcohol present will be closed events.
 - 2. All guests attending must be on a preprinted guest list. The guest list must be available upon request the day of the event. Furthermore, this guest list must be kept on file with the chapter for no less than five (5) years at the chapter house.
 - 3. At no point during the event may the guest to member ratio be greater than 5:1 or the facility's fire code, whichever is fewer. At no point during the event may the attendance exceed that of the chapter facility's fire code.
 - 4. Chapters will not actively add multiple fraternity or sorority memberships to the guest list. Doing so will imply co-sponsorship.
- B. Sober Monitors:
 - 1. Chapters must have sober monitors present throughout the duration of the event.
 - a. Tier 1 events must have at least four sober members present (or 5% of membership) and at least one executive officer.
 - b. Tier 2 events must have at least six sober members present (or 10% of membership) and at least one executive officer.

² In 2000, the National Panhellenic Conference voted on a resolution to eliminate co-sponsorship between sororities and fraternities for events that occur on fraternity property that involve alcohol. Since that time national organizations may have provisions for co-sponsorship under special conditions.

- c. Tier 3 events must have at least eight sober monitors present (or 15% of membership) and at least two executive officers.
 2. Monitors will not have consumed alcohol 24 hours prior to the event. Nor will they be under the influence of any other controlled substance.
- C. Sober Door Monitors:

All events that are BYOB or have alcohol present must have at least two (2) sober door monitors who will be responsible of the following:

 1. Oversee admission to event ensuring all guests are on the event's guest list.
 2. Apply a means of identification to all guests entering the event. The identification must identify those of whom are 21 years old and those under the age of 21 years. Anyone seeking admittance with a Ucard or other nongovernment issued ID will be assumed to be under 21 years of age. This identification of guests must be in the means of two differing colors of wristbands or by means of specialized stamps. Permanent marker is not sufficient as it is easily duplicated.
 3. Refuse entry to anyone who, appears to be intoxicated or may pose a threat to him/herself or others at the Event.
 4. Refuse entry to anyone in possession of an open container, hard alcohol or a glass container. Ensure no open containers leave the chapter premises.
 5. Deny entry to an individual with overly large bags such as backpacks, cinch bags, etc.
- D. Chapters hosting any event (level one, two or three) must maintain sober monitors throughout the duration of the event. These monitors will be in charge of the following:
 1. Ensure no one under the age of 21 is drinking alcohol.
 2. Ensure no member or guest becomes intoxicated to the point they may cause harm to themselves or others.
 3. Maintain active rounds of the chapter facility to ensure that no door or other possible entrance has been propped open, no one is engaging in illegal activity, and no one is in need of medical attention.
 4. Dispose of any open containers or unattended beverages immediately.
 5. Will summon proper help from emergency responders if necessary.
- E. People are not permitted outside the chapter facility with alcohol unless the area is enclosed by a fence and the entrance/exit to that area is restricted.
- F. Advertising for social events where alcohol is present will be prohibited within general public mass mediums (including but not limited to newspapers, radio, television, campus bulletin boards, Facebook, etc.).
- G. Official IFC approved signs with the following information must be posted at the entrances to all social events, and near the alcohol distribution site:
 1. Minnesota Law prohibits consumption of alcoholic beverages by persons under the age of 21.
 2. MSA Express: (612) 388-6911
 3. UMPD Escort Service: (612) 624-WALK (9255)
 4. Emergency - 911
 5. All alcohol is BYOB. If you did not bring it, you cannot drink it
 6. Fraternity reserves the right to refuse entrance to anyone, even if he/she has a ticket or is on the guest list.
 7. Fraternity reserves the right to ask anyone to leave.
 8. All guests choosing to attend a social event assume responsibility for their actions at the event.
- H. Fraternities and Sororities must provide an adequate amount of non-alcoholic beverages through the duration of the social event readily available for all guests.

- I. Chapters must comply with all city ordinances, for example, noise ordinances, etc.
- J.

III. ALCOHOL POLICY

- A. 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 or Third Party Vendor Guidelines.
- B. 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.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- E. 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.
- F. 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.
- G. 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.
- H. 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.
- I. 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.
- J. 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 / "big sister -night and initiation.
- K. No drinking apparatuses may be present at any restricted event.

IV. BYOB GUIDELINES

- A. All events where alcohol is present at a chapter facility must be BYOB unless the alcohol is distributed by a licensed Third Party Vendor.
- B. Any person wishing to bring in alcohol to the party must show proof that they are of legal drinking age.

- C. All portions of the aforementioned section on Alcohol Policy must be followed.
- D. Chapters must have an alcohol check in system in place during all BYOB events. This system must follow these guidelines:
 - 1. Upon a guests arrival with alcohol, they will receive specialized tickets designating the quantity of how much they arrived with.
 - 2. No person may bring in more than a six pack of beer or a single alcoholic drink greater than 750ml (max 80 proof). Nor may they bring in any type of pre-mixed drink or open container.
 - 3. The alcohol check-in area must be monitored by two sober monitors, who will distribute the alcohol back to the person who brought it in upon showing their ticket.
 - 4. Monitors at the check in area will not distribute alcohol back to anyone who is clearly intoxicated or who may cause harm to himself/herself or others.
 - 5. Alcohol check-in areas must be well lit so that they may serve as a monitoring station to ensure guests' safety.
- E. All BYOB events will not allow new alcohol to be brought in after 1:00AM.
- F. Non-salty food and non-alcoholic beverages must be supplied by the hosting chapter and be readily available to all guests at the event. The quantity should be a reasonable quantity in relation to the potential attendance of the event.

V. HAZING

No chapter, colony, or student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter facility; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

VI. SEXUAL ABUSE AND HARASSMENT

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, such as verbal harassment. The fraternity will not tolerate sexual assault in any form.

VII. FIRE, HEALTH AND SAFETY

- A. All chapter facilities should meet all local fire and health codes and standards.
- B. All chapters should have posted by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- C. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

- D. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter facility are expressly forbidden.

VIII. EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall annually be sent a copy of said Risk Management Policy. A copy of said Risk Management Policy shall be available on the fraternity's website.

IX. PEER OBSERVATION – ARKEO

- A. Arkeo members will be allowed immediate access into all registered social functions, at all chapters, upon identifying themselves as Arkeo members.
- B. Arkeo members may observe the party, wherever the flow of the event is.
- C. Arkeo members will inform chapter representation of any violations and provide a copy of the report.
- D. Arkeo members may request entry into any non-registered event, they observe.

X. CLEAN PROPERTY

- A. The exterior of the chapter property illustrate an effort to restore a respectful appearance, showing little to no sign of the previous night's events/
 - a. This must be completed by 11:00 AM and is viewed by the discretion of the Executive Vice President.

XI. GOVERNANCE

- A. Violations
 - a. Every reported violation will be reviewed by the Executive Vice President, before reaching the Judicial Board
- B. Sactions
 - a. Areko Peer Observation Violations
 - i. Failure to pass a report will result in a \$500 fine.
 - ii. Consistent failure of a specific part of Arkeo report will result in a Judicial Hearing.
 - iii. Delayed Admission will result in 6 weeks without being able to hold an event.
 - b. Failure to register an event with result in a \$250 fine
 - i. 2nd offense in one semester will result in a \$400 fine and removal from spring jam and/or homecoming.
 - ii. 3rd offense in one semester will result in a suspension recommendation to the Judicial Board
 - c. Late Registration of an event will result in a \$50 fine.
 - i. If this becomes a consistent problem it will result in a Judicial Hearing.
 - d. Violation of Clean Property
 - i. First Offense \$50
 - ii. Second Offense, within one semester, \$100
 - iii. Every subsequent offense within one semester goes up \$50 dollars
- C. As deemed by the Executive Council and OFSL there will be education session held for violating chapters.
- D. Effective
All portions of this document are in effect at all times for the duration of the calendar year.

Date Amended: 04/10/11