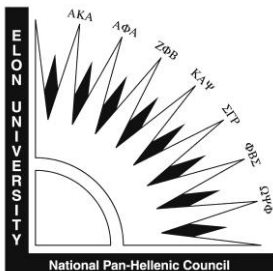




Greek Risk Management Policies and Procedures

Guidelines for Social Host Responsibility
and other areas of fraternity and sorority Risk Management
Adopted Fall 2005
Revised Fall 2007
Revised August 2008



Recognition Statement for Fraternities and Sororities

Fraternities and sororities exist in order to compliment and promote the pursuit of academic excellence and the development of character, to enrich the personal lives of their members, to enhance the ability of their members to function effectively in society, and to expand the range of activities and programs available to the campus community. It is clear that the inter/national organizations represented by local chapters on our campus share the values and goals of the University. Any additional goals the fraternities and sororities hold for themselves should be compatible with those of the University, and the practices of all recognized organizations should contribute in a positive way to the educational atmosphere of their University. Elon's underlying philosophy towards rules and regulations is one of granting a maximum amount of individual freedom within a context of a residential campus and at the same time expecting a high degree of personal and corporate responsibility in order to maintain a campus atmosphere which is conducive to teaching, studying, learning, and positive personal development.

Membership in a fraternity or sorority provides opportunities for students to broaden their educational experiences while at the University, and it also offers students an option that can enrich and supplement their personal lives. The University recognizes this and encourages the presence of Greek-letter organizations and the contributions they can make to the life of the University.

There are, however, several governing principles that characterize the formal relationship of these groups to the University:

1. The University invites inter/national fraternity and sorority organizations to grant a charter for the existence of a chapter at the campus, and may also withdraw that invitation.
2. The University grants to the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council respectively, the responsibility to serve as the governing body for the recognized fraternities and sororities.
3. The Interfraternity Council, the Panhellenic Council, the National Pan-Hellenic Council, and each fraternity and sorority are ultimately accountable to the Director of Greek Life, the Assistant Dean of Students, and the Vice President for Student Life and Dean of Students who have the authority and responsibility to enforce University regulations.
4. University rules and regulations apply to fraternity and sorority residential life and activities.
5. Fraternities and sororities are expected to maintain their facilities and environments in a way that reflects positively on the chapters and the University.

Purpose of Greek Risk Management at Elon

The purpose of implementing proper Risk Management practices at Elon is two-fold: to educate the campus Greek community of their responsibilities in the areas of risk management and to promote self governance through the disciplinary process of chapters that violate policies and procedures. Our hope is to eliminate any unnecessary risk to any organization or member belonging to the Elon University Panhellenic, National Pan-Hellenic, and Interfraternity Councils.

This manual contains many important pieces of information regarding all areas of risk management: alcohol use, social host responsibility, hazing, fire safety, etc.

Any violation of the policies and procedures in this manual or those stated in the Elon University Student Social Honor Code will be referred to the Elon University Judicial Board for the appropriate council for immediate action.

Elon University Philosophy on Social Events

The social component of student organizations is highly valued by Elon University. Organizations should promote an environment that encourages social interaction with the campus community. A group's social program should consist of a variety of activities (for example, theater trips, casino nights, sporting events/functions, and theme parties). Non-alcoholic events/functions should equal to or exceed the number of social events that include the use of alcohol. The University expects all student organization social events to be consistent with the social and risk management guidelines provided by the Elon University Honor Code and, if applicable, (inter)national fraternity and sorority policies. All policies shall be implemented in a way that promotes the legal and responsible use of alcohol. Further, each organization is expected to adhere to the laws of the State of North Carolina, North Carolina Alcohol Beverage Control, Alamance County, the Town of Elon, and Elon University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

The FIPG risk management policy is the official risk management policy for Elon University and will be implemented and enforced by the University. All student organization members are expected to abide by the policies of FIPG as implemented by Elon University or their individual inter/national risk management policy, whichever is stricter. These social policies apply to all student organizations and all levels of membership.

In order to host a social event with alcohol, an organization must be in good standing with the University.

Definition of a "Chapter Event"

1. The chapter pays for any part of the event, through chapter account or collection of funds from individual members

- alcohol, property rental/cleaning, security guards/DJ/band, transportation
2. The event is advertised in any way
 - flyers/handouts, announcements at chapter meetings, email/listserv/Facebook distributions, website calendar of events
 3. Attendance of the members (regardless of how many there are) present at the event is based on their affiliation rather than individual initiative (i.e., Is it more likely that they attended because of their affiliation?).

Event Registration Policy

1. All social events with alcohol on campus or at off-campus third party venues must be registered with the Office of Greek Life. The organization contact must complete the Event Registration Form **no later than 5:00 p.m. on the Monday prior to the event.**
2. Events with alcohol may only take place between 6:00 p.m. Friday and 2:00 a.m. Sunday. No events may occur during the weekdays/nights. Social events may not exceed a four (4) hour length of time, and no organization may register more than one event on any given day. Exceptions will be made twice a year for alumni events on the weekends of Homecoming and Family Weekend.
3. No chapter events may be held off-campus residences.
4. The Event Registration Form must be completed and signed by the chapter president, chapter representative coordinating the event, the faculty advisor and the authorized representative from the third party venue (if applicable).
5. One security guard is required for every 100 guests. A *security guard* is defined as an off-duty police officer or a paid security company and must be hired separately by the student organization to attend the event.
6. Student organizations are required to provide bus transportation for the members and guests attending the function to and from campus for the event, if the event is not within walking distance.
7. Student organizations must designate sober monitors to be present at the event to control members and guests and ensure the safety of students entering and exiting the event as well as the application of proper risk management procedures.
8. All social events are closed. A proper guest list must be provided upon registration of the event and used to limit the number of people at the event.
9. Non-salty food and non-alcoholic beverages must be provided at the venue. The week following a registered event, the Office of Greek Life will follow-up with the Third Party Venue on behalf of the organization.

On-Campus Event Policy

The following are guidelines for proper BYOB functions. Fraternities and sororities must still follow their own inter/national policies, if said policies are more specific and/or more stringent. If questions arise,

be advised that the following does not supersede the local, city, state, general fraternity/sorority, or national laws, statues and policies – or common sense.

1. Entrance

- ❑ One well-lit entrance, controlled and monitored by security or active members, is mandated
- ❑ Monitors check to see if those seeking entry are members or have an invitation and are on the guest-list
- ❑ Members and guests with alcohol are required to show proof of legal drinking age. A picture ID with a birth date and student ID are required for those bringing in alcohol.
- ❑ Several exits must be made available due to fire codes and laws; however, exits cannot be used as entrances.

2. Invitation guest lists

- ❑ Invitation guest lists with specific names of all non-members who have been invited should be generated for each function. Social events (with alcohol) open to the entire Greek or student population encourage the likelihood of accidents and risky behavior and are prohibited.
- ❑ The guest list must be submitted with the social event registration form by five p.m. on the Tuesday prior to the event.

3. Wristbands

- ❑ Members and guests who are of-age and bring alcohol to the event receive a non-adjustable, hospital-type wristband

4. Punch cards

- ❑ Individuals checking alcohol into the event also receive a Punch card (this is to show that the individual has already entered the event and checked in alcohol).
- ❑ The name of the individual, the type and the amount of alcohol, the date of the event should be indicated on the punch card.

5. Types and amounts of alcohol

The following stipulations apply per person, for a typical four hour function:

- ❑ All the soda, juice, flavored water, or other non-alcoholic beverages you care to consume (provided by the host)
- ❑ Six(6), twelve(12)-ounce cans of beer or Four(4), ten(10)- ounce wine coolers
- ❑ No kegs or hard alcohol
- ❑ No squeeze bottles, beer bong, party balls, pitchers, tumblers, or other containers
- ❑ No beer/wine/alcohol for common use in members' rooms
- ❑ No bottles (except wine coolers that are poured into plastic cups before redistribution)
- ❑ No shots, drinking games, or other activities that encourage inappropriate drinking behavior

6. Food and non-alcoholic beverages

- ❑ The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
- ❑ Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizza, fruits, and dips are considered appropriate foods

- ❑ Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location
- ❑ Water and coin-operated soda machines are not considered appropriate alternative beverages
- ❑ Non-alcoholic beverages should be served from closed containers (cans, plastic bottles, or fountain dispersing machines)
- ❑ During the last 45 minutes of an event, alcohol service should stop...a new non-alcoholic beverage and a new food item should be served for those who wish to switch beverages and begin winding down

7. Chapter monitors & security

- ❑ Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved
- ❑ One monitor for every 25 guests is advised
- ❑ Monitors should be older members (preferably seniors) of all participating organizations who will serve as general monitors or as service monitors working at the service distribution center
- ❑ Specialty clothing may be worn by the monitors to set them apart from the rest of the party-goers
- ❑ Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained
- ❑ Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list

8. Service distribution center

- ❑ One centralized location should be established for the distribution of all food, non-alcoholic beverages, and for the distribution of all alcoholic beverages
- ❑ No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
- ❑ The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice
- ❑ Non-alcoholic beverages are to be presented in an attractive and accessible manner... they must also be free to anyone who desires an alcohol-free beverage
- ❑ Anyone who wishes to acquire an alcoholic beverage that s/he brought to the event, must present the punch card, show the wristband and stamp and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given to others once it leaves the service center)
- ❑ The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining
- ❑ Only one beer or wine cooler may be acquired at a time
- ❑ Left-over alcohol can be picked up the following day; otherwise it is to be discarded

Off- Campus (Third Party Venue) Event Policy

For all off-campus social events with alcohol at a third party venue, an Event Registration Form must be completed and signed by the chapter president, chapter representative coordinating the event, the faculty advisor and the authorized representative from the venue itself. The Office of Greek Life will contact the Third Party Venue to confirm the dates, times and location of the event, and ensure that proper licenses and insurance coverage will protect the organization. The week following a registered event, the Office of Greek Life will follow-up with the Third Party Venue on behalf of the organization. The following procedures are also required:

❑ **SECURITY**

- ❑ One security guard is required for every 100 guests. A *security guard* is defined as an off-duty police officer or a paid security company and must be hired separately by the student organization to attend the event. If the venue is only providing “bouncers” (i.e., no security guards as defined above), additional security guards are necessary. Proof of attendance and payment of security guards must be provided at the conclusion of the event.

❑ **LICENSE & INSURANCE**

- ❑ The venue must be properly licensed in the Town of Elon and the State of North Carolina. Copies of State and local licenses must be included with the Event Registration Form. If the venue is an approved location (i.e., used by previous University organizations and verified by the Office of Greek Life), the licenses will already be on file. Please check with the Office of Greek Life prior to submitting the Event Registration Form.
- ❑ The venue must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” A copy of the certificate of insurance must be included with the Event Registration Form. If the venue is an approved location (i.e., used by previous University organizations and verified by the Office of Greek Life), the certificate of insurance will already be on file. Please check with the Office of Greek Life prior to submitting the Event Registration Form.

❑ **TRANSPORTATION**

- ❑ Student organizations are required to provide bus transportation for the members and guests attending the function to and from campus for the event, if the event is not within walking distance. For events within walking distance of the campus, arrangements should be made to walk in groups to and from the event, or to utilize Elon SafeRides or Campus Police. No overnight events are permitted for any student organization.

❑ **ENTRANCE**

- ❑ One well-lit entrance, controlled and monitored by security or active members, is mandated
- ❑ Monitors check to see if those seeking entry are members or have an invitation and are on the guest-list

- ❑ Members and guests with alcohol are required to show proof of legal drinking age. A picture ID with a birth date and student ID are required for those bringing in alcohol.
- ❑ Several exits must be made available due to fire codes and laws; however, exits cannot be used as entrances.
- ❑ All social events are closed. A proper guest list must be provided upon registration of the event and used to limit the number of people at the event.

- ❑ **SOBER MONITORS**
 - ❑ Student organizations must designate sober monitors to be present at the event to control members and guests and ensure the safety of students entering and exiting the event. One monitor for every 25 guests is advised.

- ❑ **FOOD & BEVERAGES**
 - ❑ **No** shots, drinking games, or other activities that encourage inappropriate drinking behavior is allowed.
 - ❑ The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
 - ❑ Breads, meats, cheeses, vegetables, brownies, cookies, subs, pizza, fruits, and dips are considered appropriate foods
 - ❑ Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location
 - ❑ Water and coin-operated soda machines are not considered appropriate alternative beverages
 - ❑ Non-alcoholic beverages should be served from closed containers (cans, plastic bottles, or fountain dispersing machines)

FIPG Policy (Greek Risk Management Policy)

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on campus premises or during a student organization event, in any situation sponsored or endorsed by the student organization, or in any event an observer would associate with a student organization, 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.
2. No alcoholic beverages may be purchased with organizational funds nor may they be purchased for members or guests or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, shall be forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the age of 21.
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on campus premises or during an organization event or at any event that an observer would associate with the organization, is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations or groups.
8. All recruitment and service/philanthropy activities associated with any organization will be alcohol-free functions.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the organization.
11. All student organizations are encouraged to plan alcohol-free social activities. These events may occur at any point in time during the week and in any college or fraternity/sorority chapter facility.

Additional policies can be found in the Greek Risk Management Policies, and can be enforced by the University Judicial Board.

Advertising

All signs or posters which are to be placed on the campus must be approved in the appropriate office. Please bring the sign or poster to be approved before it has been duplicated. The director of campus center operations manages the posting/publicity policy. The following offices are responsible for approving posters and flyers on campus in the approved manner and places consistent with all rules described in the handbook: Greek Life - Greek Organizations

- Posters and signs may be posted by faculty, staff, students or student organizations in approved areas only and with approval of the appropriate office. Failure to receive authorization will result in the removal of the signs or posters, restitution for any damage and may result in loss of posting privileges.
- Once a flier/sign has been authorized, it can remain posted for a maximum of 30 days or until the "down" date. Foam board posters on easels may remain in Moseley for a maximum of seven days. Individuals or groups who receive authorization are responsible for removing their posters/signs within 24 hours after the posting date has expired.
- No reference to alcoholic beverages or bars may appear on any poster or sign. This includes, but is not limited to, BYOB or YOUR FAVORITE BEVERAGE.
- All signs/posters must be in good taste, consistent with university policies, and shall not contain sexist, racist, profane or derogatory remarks, or nudity. The university retains the right to deny posting of any materials on campus.
- All posters must have the name of the sponsoring organization/individual on the poster.
- Approved locations for posting: Signs and posters may be placed on the bulletin boards throughout the campus as well as on outdoor kiosks. Signs and posters are not to be placed on walls, doors, windows, the balconies or railings of Moseley, refreshment machines, wood or plaster columns, or any other parts of buildings, including the colonnades. Individuals or groups who post signs or posters in unauthorized locations will be required to remove the posters and may lose their posting privileges. Repeated violations may result in judicial action.
- Groups wishing to place posters in Moseley Center must consult with the director of Moseley.
- Banners: Recognized student organizations and appropriate university offices that wish to publicize an event by using a banner must obtain permission from the director of campus center operations at least two weeks before the banner is to be hung. All banners must be professionally made and meet appropriate university standards for height, width and color (detailed information is available at the information desk at Moseley Center). The group must submit all information for approval prior to the making of the banner.
- Table tents: Recognized student organizations that wish to place table tents on the tables of the dining halls, the Octagon Cafe, Danieley Center Commons Food Court, Freshens and/or the Acorn Coffee Shop should first have the tents approved by the director of the leadership office. Once approved, permission for placing the table tents can be obtained by contacting the director of campus dining services, ext. 5333.
- Using chalk on sidewalks: Recognized student organizations that wish to publicize an event by using chalk on sidewalks must obtain permission from the director of campus center operations at least three working days in advance of the advertising date. The group must submit all sayings

for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking on brick walkways is prohibited.

- Posting in residence halls: Only signs and posters approved by the appropriate office will be considered for distribution/posting in the residence halls. Students or recognized student organizations that wish to have signs/posters placed on residence hall bulletin boards must bring 80 copies of the approved sign/poster to the Office of Residence Life. The residence life staff will place the information on the bulletin boards. Distribution to student rooms is not permitted.
- The only exception to the posting policy is the spring student government elections. During the 10 days prior to the election, signs and/or posters will also be permitted on the brick colonnades area on each side of Alamance Building. Signs or banners may not be suspended from the buildings. All posters and signs must be removed from the campus within 24 hours after the election.
- Posting associated with off-campus organizations: All signs/posters associated with off-campus organizations, programs, or individuals must adhere to the university policies and procedures. These signs are subject to prior approval from the vice president for business and finance. These signs may be posted no longer than 30 days on the off-campus bulletin board in Moseley Center and Alamance Building.

Fraternity – Sorority Mixer Policy

National Panhellenic Conference 1997 Resolution on Alcohol-Free Social Activities

Member groups will encourage their collegiate chapters to co-host non-alcoholic events with men's fraternities that have implemented a substance-free housing policy. NPC member groups will publicize their support for the substance-free housing movement and encourage other national fraternities to join this important initiative.

Elon Panhellenic Resolution Policy:

Co-sponsored events between men's fraternities and women's fraternities and sororities will have the following restrictions:

1. Only events that are alcohol-free can be co-sponsored on fraternity property.
2. Events where alcohol is present must be held in a non-fraternity property:
 - a. University Property
 - b. Off-campus third party vendor location
3. Event must follow the Third Party Vendor Guidelines set forth in this document

Elon Tri-Council Resolutions

The following are statements on the basic risk management issues that are central in Greek Life. The resolutions include alcohol, illegal drugs, hazing, sexual assault and harassment, fire safety, and weapons. The Elon University Tri-Council Resolution is then followed by the Elon University Policy and the FIPG Guideline on the specific issue.

Alcohol

The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored by or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with all applicable laws of the state, province, county, city, and institution of higher education.

No alcoholic beverages may be purchased through chapter or council funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.

Any event sponsored by the Panhellenic, National Pan-Hellenic and Interfraternity Councils will follow the rules and regulations of Elon University, and will not involve the presence or use of alcohol. As stated in the Panhellenic, National Pan-Hellenic and Interfraternity Council Constitutions, no council funds will be used to purchase or provide alcohol at any event.

Alcohol-Free Events

1. All Greek-letter organizations are required to host one (1) substance-free social event per semester during the school year. *Foundations of Excellence Agreement*
2. All alcohol-free events must be registered according to the guidelines set forth under the Event Registration section of Elon University.
3. If alcohol-free social events are hosted during the standard event times, these events will be monitored along with those events where alcohol is present.
4. All events in sorority chapter facilities, NPHC chapter facilities and alcohol-free fraternity chapter facilities will be alcohol-free.

Auxiliary Groups

The North-American Interfraternity Conference, National Panhellenic Conference, and the National Pan-Hellenic Council strictly forbids the formation of a chapter auxiliary or little sister/brother group for any purpose, and this will be enforced at Elon University.

Campus Safety

Each chapter is to encourage their members to practice good habits of personal and campus safety, and take advantage of the safety services provided by the Campus Safety and Security Office.

DUI

No chapter will tolerate or condone any form of operating a motor vehicle while under the influence of alcohol or any other illegal drugs by any of its members or other members of the fraternity and sorority community.

Fire Safety

1. All chapter facilities should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have evacuation routes on the back of the door of each room. (these are provided by the Director of Greek Affairs at the beginning of each school year)
3. All chapters should guard against safety hazards such as food or beverages spilled on the floor, overcrowded rooms, overloaded electrical outlets, etc.

Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Elon University Hazing Policy and New Member Bill of Rights.

Illegal Drugs

The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises, during an event sponsored by an Elon University recognized fraternity or sorority, or at any event that an observer would associate with the fraternity/sorority, is strictly forbidden.

Philanthropy Events and Alcohol

No chapter will tolerate or condone any use or association of alcohol with their service or philanthropy events. This includes events prior to or following the event, "coaches" holding events for participating teams, or the involvement of any other items that would bring negative attention to the philanthropy or service event (alcohol, drugs, tobacco, sexual content, etc).

Sexual Abuse and Harassment

No chapter will tolerate or condone any form of 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 including but not limited to date rape, gang rape, or verbal harassment.

Vandalism, Destruction of Property, and Pranks

No chapter, colony, student or alumnus shall conduct nor condone acts of violence vandalism, destruction of property or pranks, and all will support and follow the all policies pertaining to appropriate student conduct as stated in the Elon University Social Honor Code.

Violence, Fighting & Conduct Unbecoming a Fraternity/Sorority Member

No chapter, colony, student or alumnus shall conduct nor condone acts of violence or fighting, and all will support and follow the all policies pertaining to appropriate student conduct as stated in the Elon University Social Honor Code. Additionally, any action, activity, or statement that is unbecoming of a fraternity/sorority member, or one that is deemed inappropriate, will be referred to the Office of Judicial Affairs for investigation.

Weapons Policy

The possession and/or use of firearms or explosive devices of any kind within the confines and premise of the chapter facility is expressly forbidden. Please refer to the Elon University Weapons Policy for more information.