

# Interfraternity & Panhellenic Council

## Risk Management Policy

### Drake University

#### A. Scope

1. We the men of the Interfraternity Council and women of the Panhellenic Council at Drake University use this document to emphasize the high standards and ideals we uphold. We place high value and esteem on the Greek Community, and thus respect each Greek-letter organization's chapter, its property, and the safety of its members and guests. We understand the right for each member to take responsibility for his or her own actions and understand every individual is a representation of the Greek Community as a whole.
2. This document is in addition to:
  - Chapter inter/national Risk Management Policies
  - Federal, State, and Local laws
  - Drake University policies
3. If a chapter co-sponsors an event with another chapter, all chapters must follow the chapter policy that is most strict.

#### B. Definition of Terms

1. A CHAPTER FUNCTION is defined as any event that is associated with the name of a chapter and/or if a member or guest would associate the event with the chapter.
2. SOCIAL EVENTS for the purpose of this policy are defined as any chapter function where alcohol is present.
3. POLICY is defined as the entirety of the Interfraternity and Panhellenic Council Risk Management Policy.

#### C. Registration of Social Events

1. All events where alcohol is present must be registered with the IFC Executive Vice President or Panhellenic Vice President of Risk Management one week (seven days) before the event is to take place. Forms are due to the Director of Fraternity and Sorority Life's office.
2. All social events where alcohol is present must be either closed functions that are BYOB (bring your own beverage) or closed functions using a third party vendor to handle the alcohol. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
3. Chapters must create a guest list for each social event. Guests lists are due by noon the day of the event to the Director of Fraternity and Sorority Life's office.
4. No alcoholic beverages may be purchased through or with chapter funds or coordinated by any member in the name of or on behalf of the chapter. The purchase of bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
5. Each chapter sponsoring the event must individually register the event. Forms are available online or in the Director of Fraternity and Sorority Life's office.

#### D. Requirements of All Social Events

1. Each named chapter sponsoring any activity regardless of location should do their best to ensure the safety of its members and their guests.

2. The unauthorized possession, sale, and/or use of illegal drugs or controlled substances are strictly prohibited.
3. The event's theme should not have any suggestion of being racial, alcoholic, sexist, dangerous, or insensitive to any group.
4. The total number of persons present may not exceed three times the membership of one host organization or 100, whichever is greater. Exceptions may be made on a case-by-case basis and must be reviewed in consultation with the Director of Fraternity and Sorority Life or his/her designee at least 10 days before the event is to take place.
5. The number of people at the event must not exceed fire-code or guest-to-active ratio as defined by an individual chapter's inter/national association.
6. All registered events must end by 2am (if in a chapter house) and the yard must be cleaned up by noon the following day.
7. No registered social event can exceed four participating member organizations.
8. All recruitment activities associated with any chapter will be non-alcoholic.
9. No alcohol shall be present at any pledge/associate member/new member activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "bid brother-little brother" events or activities/ "big sister-little sister" events or activities, "family" events or activities and initiation.

E. Requirements for Social Events with Alcohol

1. Each semester before hosting an event with alcohol, the officers of President, Risk Manager, and Social Chair must complete the Social Responsibility Training. Failure of these three officers to be present will result in the chapter being prohibited from hosting an event. No proxies can be sent.
2. No member or new member 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 one's age, beer pong, century club, dares or any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
3. For social events that do not utilize third parties to check ID's and serve alcohol, the host fraternity is responsible for ensuring that only persons 21 years of age or older consume alcohol beverages. If guests appear visibly intoxicated, they should not be served.
4. If alcohol and invited guests are present at an event, the host organization must provide a hired security guard to be present in chapter facilities to check IDs. \*\*(for Fall 2010)
5. For social events on chapter property, hard alcohol or ice beer is not permitted.
6. Each event must have 4 alcohol-free monitors from each sponsoring chapter. Events must have one additional monitor for every 50 additional people over 300 guests.
7. Reasonable amounts of food and non-alcoholic beverages must be provided for guests.
8. All entrances and exits of an event on chapter property must be monitored at all times. If a student is given this responsibility, he/she must be a fully initiated member of the host organization. The persons monitoring the entrances and exits are not permitted to consume alcoholic beverages or be under the influence of drugs or alcohol during the event.
9. Glass bottles are strictly prohibited at any social event on chapter property. Only plastic containers and 12 oz. aluminum cans are allowed for events held on chapter property.
10. The transport of any open containers of alcohol into or out of the event is strictly prohibited.
11. For outdoor events, fences must be in place to mark off the designated party area.
12. Each person attending an event on chapter property is responsible for bringing his/her own alcohol for personal consumption (no more than one six pack of beer per person). Underage persons may not bring alcohol into any social event hosted by a fraternity or sorority.

13. For events with alcohol held off chapter property where overnight arrangements have not been made, hired transportation must be provided for all members and guests attending (unless the event is within 1 mile of the Greek Community).

F. Enforcement

1. When a chapter is notified about an incomplete form, they have 24 hours from the time of notification to complete the form.
2. Chapters who violate this policy will be subject to sanctions set by the Interfraternity Council, Panhellenic Council, J-Board of their respective council and/or sanctions from the University.
  - a. Any chapter or chapter member may initiate a complaint against another chapter suspected of violating this policy by contacting the Executive Vice President of his or her respective Council. The Interfraternity Council, Panhellenic Council, or Director of Fraternity and Sorority Life may initiate a complaint based on information they receive.
  - b. In response to a report of policy violation, the Executive Vice President shall conduct an investigation. Upon completion of the investigation, the Executive VP along with his or her council will determine whether or not there is sufficient evidence to pursue further action.
  - c. Findings from the initial investigation may lead to one or more of the following: dismissal of charges, mediation, or meeting with J-Board.
3. The university has the right to close any sponsored function by a chapter if the event has the potential of threatening the health and safety of its members or others in attendance by recommendations by the Interfraternity Council, Panhellenic Council, the Director of Fraternity & Sorority Life, and/or other university administration.