

Risk Management Policy

For the Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at Valdosta State University



Adopted: 2004

The Interfraternity, National Pan-Hellenic and College Panhellenic Councils are registered student organizations at Valdosta State University. Registration shall not be construed as approval, endorsement or sponsorship by Valdosta State University of the student organization's publications, activities, purposes, actions or positions.

OVERVIEW

The following policy has been revised to assist chapters in the areas of Greek policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Throughout this policy, the term “off-campus” refers to any location not in or on the property of Valdosta State University or the *VSU Foundation*. The term “fraternity” refers inclusively to both men’s fraternities and women’s sororities, unless otherwise stated. The terms “IFC,” “NPHC”, and “CPH” refer to the Interfraternity Council, National Pan-Hellenic Council, and the College Panhellenic Council respectively.

CHAPTER OFFICERS ARE RESPONSIBLE FOR THE EDUCATION OF INDIVIDUAL MEMBERS, INCLUDING NEW MEMBERS AND ALUMNI/AE ABOUT THESE POLICIES. The chapter President and Risk Management/Social Chair are responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at chapter and new member meetings, and prior to coordinating any event.

Shared Responsibility: Any student, who knowingly acts in concert to violate University regulations, may be held jointly responsible for such violations. Students are responsible for the conduct of their guests on or in University property and at functions registered by the University or any student organization.

Organization’s Shared Responsibility: Any student organization will be held responsible for the behavior of their members, whether they are current students, alumni or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations which condone or encourage behavior which violates University or state regulations may be given joint responsibility for such violations.

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EXPECTATIONS

Fraternity and Sorority Expectations

1. Adhere to the principles and ideals contained in your Ritual.
2. Comply with all your national policies (hazing, risk management, meeting attendance at national conventions and leadership schools, new member education, etc.)
3. Attend all training session, retreats, meeting and workshops such as Greek Council, IFC, CPH, NPHC, etc.
4. Achieve a chapter GPA, that is equal to or exceeds Valdosta State University's all women's or all men's average.
5. Update your chapter roster by the end of finals each semester. This will ensure that you have an accurate roster for scholarship compliance, payment of dues to your respective councils, and verification of membership figures with the national headquarters.
6. Comply with the Greek Risk Management Policy.
7. Submit the names of new members to the Greek Advisor after recruitment/intake to have the most accurate roster for posting of recruitment results and for new member seminar attendance figures.
8. Comply with the VSU Greek Life Human Dignity statement both as individuals and as a group.
9. All new members must attend the New Member Risk Management Seminar.
10. NPHC groups must inform the Greek Advisor prior to intake the dates for intake activities.
11. In order to be a registered student group at VSU, groups must have an active advisor and a faculty advisor.
12. All groups will not participate in a little brother/sister program.
13. Comply with the Greek Excellence Program in its entirety.
14. A representative from the chapter and the chapter advisor MUST attend the student organization meeting each fall.

Expectations for the Assistant Director of Student Life for Greek Life

1. Maintain the highest standard of personal conduct.
2. Actively promote and encourage the highest level of education within the profession and institution.
3. Maintain loyalty to the institution that employs me and pursue its objectives in ways that are consistent with public interest.
4. Be an advocate for the Greek community to move towards positive change to benefit the goals and aspirations of the students.
5. Strive for excellence in all aspects of management and leadership of my institution/organization.
6. Serve all students impartially.
7. Be a liaison between the students and institution's administrative.
8. Show continuous support for the Greek community and policies of the university.
9. Cooperate with both the national headquarters of the Greek organizations, as well as the local chapter advisors.
10. Use every opportunity to improve public understanding of the role of fraternity and sorority life.

Mission Statement

The office of Greek Life's mission is to promote student development by providing opportunities for scholarship, community service, campus involvement and fraternal friendship by ensuring all members a high-quality and safe undergraduate experience.

At Valdosta State University it is our goal to be a nationally recognized Greek Community. To fulfill this goal, we strive for continuous improvement in all aspects of scholarship, programs, services and operations.

HAZING POLICY

Valdosta State University expects that all members of all recognized student organizations will observe and fully comply with the State of Georgia Education Code requirements on hazing. In addition, all students are expected to adhere to regulations set forth by their respective (Inter)National fraternities, *IFC, NPHC, and CPH councils*, and University policies concerning practices commonly referred to as **hazing**.

Valdosta State University's Student Code of Conduct Section J Hazing. This policy applies to all Valdosta State University students, clubs, and registered student organizations.

All rites and ceremonies of induction or private actions by individuals, which tend to occasion or allow mental or physical suffering, are prohibited. Specifically, hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of school rules.

Activities considered to be hazing include two elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort, in either the participant(s) or spectator. Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion even if the activity is defined as "voluntary."

Paddling in any form, physical and psychological shocks and creation of excessive fatigue are always considered hazing. Other activities that very often carry with them elements of hazing are: quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the community. This is not to be considered an all-inclusive list.

Note: The definition is consistent with and partially taken from the Official Statement of Position by the University Fraternity Secretaries Association which was endorsed and affirmed by the National Interfraternity Conference in 1974. VSU also recognized the FIPG Definition of hazing.

FIPG Policy on Hazing

No chapter, colony, 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 of the confines of the chapter house; 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 such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the education institution or applicable state law.

Georgia State Law 16-5-61. Hazing

(a) As used in this Code section, the term:

(1) "Haze" means to subject a **student** to an activity which endangers or is likely to endanger the physical health of a **student**, regardless of a **student's** willingness to participate in such activity.

(2) "School" means any school, college, or university in this state.

(3) "School **organization**" means any club, society, fraternity, sorority, or a group living together which has **students** as its principal members.

(4) "**Student**" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any **student** in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school **organization**.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

The following is a **NON- INCLUSIVE** list of fraternity activities considered to be hazing.

1. Calisthenics – such as sit-ups and push-ups.
2. Total or partial nudity at any time in which the new member is told, encouraged, or some form of the above to expose parts of themselves in public.
3. Wearing or carrying items such as helmets, coconuts, burlap bags, paddles, rocks, etc.
4. Dropping food (eggs, grapes, liver, etc.) into the mouths of associates or pledges.
5. Paddle swats.

6. Extremely loud music or many repetitions of the same music played during pre-initiation week and/or between portions of the ritual.
7. Throwing whipped cream, water, paints, eggs, etc., on an associate member or pledge.
8. Pushing, shoving or tackling associates.
9. Associate members or pledges awakened during the night.
10. Call-outs requiring pledges or new members to meet at a certain place at a certain time.
11. Forcing alcoholic beverages on a member who does not wish to drink.
12. Line-up of the associate member/pledge class in order to quiz members under pressure, interrogate, berate, etc.
13. Required eating of raw onion, spoiled food, etc.
14. Road trips and kidnaps of associate members or pledges.
15. War games.
16. Putting associate members or pledges in a room which is uncomfortable (temperature, noise, too small) during pre-initiation activities or between portions of the ritual.
17. Personal errands run by associate members or pledges for the active members.
18. Assigning "pranks" such as stealing, painting objects, panty raids harassing other organizations.
19. Active members intentionally messing up the house or rooms for the associate members/pledges to clean.
20. Calling associates "scums" or similar names.
21. Less than six (6) continuous hours of sleep for associate members/pledges each night during pre-initiation periods.
22. Associate members/pledges are not permitted adequate time for studies during pre-initiation or initiation periods.
23. Yelling and/or screaming, or use of obscenities, at associates members/and or pledges.
24. Lengthy work sessions that limit sleep, take time away from academics, etc.
25. Associate members/pledges expected to do anything that the active members say.
26. Running stairs while reciting fraternity material.
27. Purposeless runs for the sake of creating "unity."
28. Telling associate members/pledges they have failed by snuffing out candles in front of them.
29. Blindfolding associate members/pledges and telling them to do certain things.
30. Bracing and finger-snapping in an associate member/pledges ear.
31. Exposure to extreme climate changes.
32. Verbal abuse.
33. Any activity not consistent with the policies of your (Inter)National organization, the University and/or the Law.

SEXUAL ABUSE POLICY

The IFC, NPHC, and CPH will not 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 any person including but not limited to date rape, gang rape, sexual or verbal harassment.

AUXILIARY GROUP POLICY

From Valdosta State University's Student Organization Regulations Section O. Auxiliary Groups.

The North-American Interfraternity Conference (as of 1987), the National Panhellenic Conference (as of 1988) and the member organizations of the National Pan-Hellenic Council, Inc. urge and recommend that member organizations work to eliminate auxiliary or "little sister/little brother" programs.

Valdosta State University formally recognizes the request from these national organizations and their national presidents and hereby prohibits the formation of auxiliary group on the campus. Any organization believed to be acting as an auxiliary group shall be prohibited from using University facilities. The Office of Greek Life will contact the national organization of the group in connection with the auxiliary immediately.

ABUSIVE BEHAVIOR AND DESTRUCTION OF PROPERTY

According to the Valdosta State University's Student Code of Conduct, Section 2 C, "malicious or unauthorized damage or destruction of property owned by the University, its students or campus visitors is strictly prohibited.

The University will not tolerate or condone any form of abusive behavior on the parts of its students, whether physical, mental or emotional. This is to include any actions directed toward members or non-members of the Greek community. Such behavior includes, but is not limited to, hazing, fighting, and damages to property.

ALCOHOL AND OTHER DRUGS POLICY

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 all applicable laws of the state, county, city and Valdosta State University, and must comply with either the BYOB or Third Party Vendor Guidelines.

- A. No alcoholic beverages may be purchased through 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.
- B. The purchase or use of bulk quantity or common sources of alcoholic beverages, (e.g. kegs, cases, alcoholic punch, tubs filled with cans, trucks filled with cans, etc.) is strictly prohibited.
- C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (anyone under the legal drinking age of 21).
- D. Anyone under the age of 21 is not allowed to drink according to Georgia State Law.
- E. No chapter 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.
- F. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- G. All recruitment activities associated with any chapter will be a DRY (no alcoholic beverages) recruitment function.
- H. No member shall permit, tolerate, encourage or participate in an activity which could be construed as a “drinking game.”

- I. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, social or ritual of the chapter.
- J. Public intoxication on campus is prohibited.
- K. Driving under the influence of alcohol and/or drugs is prohibited.
- L. The possession, sale and/or use of any **ILLEGAL DRUGS, CONTROLLED SUBSTANCES** and/or **DRUG PARAPHERNALIA**, at any chapter house, sponsored event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.
- M. The possession or use, (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

SOCIAL EVENT POLICY

The following procedures are to be followed for each social event for Greek-letter social fraternities. In addition, each organization is responsible for following its own organizational policies concerning risk management and social events.

A social function is any gathering of members or persons affiliated with an organization, which an observer would associate with the organization for any purpose other than regular business meetings. The organization is expected to maintain and secure appropriate standards on the part of its members and guests. As elected leaders, the organization's officers are responsible for ANY incident(s) or event(s) that occur directly or indirectly as a result of the event.

I. Registration of Events

A. All events meeting the following criteria **must** be registered with the Office of Greek Life:

- i. Alcohol is present, the number of non-chapter members (guests) is equal to or exceeds 50% of the chapter membership for the host chapter, and the event is hosted/sponsored/co-sponsored on chapter property.
- ii. Alcohol is present, the number of non-chapter members (guests) is equal to or exceeds 50% of the chapter membership for the host chapter, and the event is hosted/sponsored/co-sponsored at a location other than what is considered chapter property.

B. A fully completed ***SOCIAL EVENT REGISTRATION FORM*** with appropriate signatures must be submitted to the Office of Greek Life **three (3) business days prior to the event.**

- i. Events will not be approved until the completed form with all the required information and signatures are acquired and submitted by the deadlines listed below:

- **FRIDAY, SATURDAY, OR SUNDAY event:** Form due ***Tuesday*** by 5:00 PM
- **MONDAY evening event:** Form due ***Wednesday*** by 5:00 PM.
- **TUESDAY evening event:** Form due ***Thursday*** by 5:00 PM.

- **WEDNESDAY evening event:** Form due *Friday* by 3:00 PM
- **THURSDAY evening event:** Form due *Monday* by 5:00 PM

- C. A pre-determined guest list must be submitted to the Office of Greek Life three (3) business days prior to the event.
- i. The guest list clearly shows the names of the guests.
 - ii. Chapters may not use chapter rosters, phone books, phone trees, or any other pre-existing chapter information to complete guest lists for non-members attending events. Chapters must compile guest list information on an individual, invitational basis.
- D. Social Event Registration Forms may be obtained from the Office of Greek Life or at http://www.valdosta.edu/greek/greek_social_event_registration.htm
- E. Each event must have a non-alcoholic title, not “a party.”
- F. “Date” means the actual date of the event.
- G. The chapter representative signing the form must be present at the event and must be one of the sober hosts listed. This person must also sign the security check in list.
- H. When turning in this completed form, the chapter representative signing the form **must** meet with the Assistant Director of Student Life for Greek Life and have attended the semester training program before the form will be approved.

II. Time of Social Events

- A. Weekday events (Sunday – Thursday) must end by 12 Midnight.
- B. Weekend events (Friday and Saturday) must end by 2 AM.
- C. From the time the event is officially over, thirty (30) minutes is allowed to send all guests home.
- D. Security officers must stay until all guests have departed.

III. Noise Restrictions

In order to maintain good neighborhood relations, the following noise restrictions are necessary.

A. Time Restrictions

- i. During weekday events (Sunday – Thursday) all amplified sound and music inside the house must end by 12 Midnight.

- iii. During weekend events (Friday and Saturday) all amplified sound and music (band or amplifier) inside the house is not permitted after 1:30 AM.
- iv. No outdoor events involving bands or other forms of amplified music are allowed from 7:00 PM Sunday to 7:00 PM Friday. Exceptions may be appealed to the Coordinator of Greek Life.
- v. Outdoor events on Fridays or Saturdays must cease by 12 Midnight. Indoor events may continue until 2 AM.
- v. At all times, sound levels must be such that neighbors are not disturbed.
- vi. The organization must follow all city laws and municipal ordinances with regard to noise levels and sound.

B. Violation Procedures

The following violation procedures may happen under the discretion of local law enforcement.

- i. First Visit – If the volume level is too high, the police will issue a verbal warning and request that the organization lower the volume to an acceptable level.
- ii. Second Visit – If the police make a second visit to your event, they will turn the sound off and it will remain off for the rest of the evening/event.
- iii. Third Visit – If the police are required to return to your event due to sound or other problems, they may issue citations or arrest individuals. The incident will be reported to the Greek Life Office and additional sanctions may be imposed.

IV. Event Clean Up

- A. By **8:00 AM** the day following an event the yard, parking lot, sidewalk, porch, and entire street area must be cleaned and free of debris.
- B. If the event is multi-day (i.e. Friday and Saturday), the clean up is to be done each day of the each event.
- C. Each organization is responsible for keeping its area clean and free of debris.
- D. Failure to abide with the event clean up policy, chapters or individuals may receive sanctioning as determined by the Assistant Director of Student Life for Greek Life.

Repeat offenders will be referred to the Dean of Students, which may include but not limited to loss of privilege as a student organization.

V. Guidelines for Events with Alcohol Present

The following guidelines must be used by organizations and security companies when assigning duties and task during events. Security companies should be supported by members of the organization in duties except when physical force is necessary to enforce rules and regulations.

- A. The Host Organization is responsible for the event and for the enforcement of these policies and procedures as well as those of its (Inter)national organization.

VI. Advertisement or Promotion of Events

- A. Events with alcohol present **may not** be advertised in any way (i.e. sheet signs flyers, etc.)
- B. Specific invitations to guest must be issued.

VII. Guest Management and Safety

- A. Only invited guests should be admitted to the event.
- B. For events at an organization's house, an organization may invite two (2) guests per member. (50 members x 2 = 100 guests, 100 guests + 50 members = 150 total attendees). For larger events, organizations should secure a facility that can accommodate large functions.
- C. EXCEPTION: For special events such as Homecoming, Parent Events, and Alumni Events, an exception to the guest limit MAY be granted on a case-by-case basis. This request must be indicated on the Social Event Registration Form.
- D. When the attendee total has been reached, no one else may be admitted. Persons leaving the event DO NOT create a vacancy for others to enter.
- E. All guests and members must sign in at the check-in table, present identification, and receive the proper wristband or security stamp.
- F. For guest safety and event control, members and guests may not linger in parking areas. Attendees should be inside the event area (inside the house or inside fenced area), not hanging out in unsecured areas.
- G. It may be necessary to put up temporary fencing to create a secure and controllable event environment. There is to be only point of entrance for all members and guests.

- H. When the event closes, those waiting for safe drivers should wait INSIDE. No music, loud talking or other disturbance is permitted. These individuals should be transported as soon as possible.

VIII. Wristbands

The following guidelines are to be followed for social events at a chapter house:

- A. All members and guest must wear a wristband or a unique method such as a black light stamp issued by security or sober event monitor indicating whether or not they are over 21 or under 21.
- B. EXCEPTION: At certain events such as Parent's Day or an alumni/ae function, those individuals who are obviously over the age of 35 may be admitted without a wristband *IF THEY ARE PROVIDED A NAMETAG INDICATING THEY ARE ELIBIBLE TO ATTEND THE EVENT*. This exception must be requested on the Social Event Registration Form submitted to the Office of Greek Life.
- C. Underage drinking is to be monitored and stopped if it occurs. Individuals found in violation may receive a warning for the first violation. After a second violation, the individual should be removed from the event. SECURITY GUARDS SHOULD BE UTILIZED TO ESCORT INDIVIDUALS FROM THE EVENT, NOT MEMBERS OF THE ORGANIZATION. At no time should members of the organization attempt to physically handle an individual.

The following guidelines are for events held at a third party vendor.

- D. If the event is held at a licensed premise (bar) which is closed to all but invited guests, participants should be provided wristbands or a stamp in the normal manner; however no alcohol may be brought into the event.
- E. Alcohol must be dispensed from a cash bar provided by the management of the establishment. Alcohol may be dispensed only on an individual drink basis. No pitchers or punch bowls.
- F. If the licensed premise (bar) admits those not invited, the party is to be closed immediately.
- G. Underage drinking is to be monitored and stopped if it occurs. Individuals found in violation may receive a warning for the first violation. After a second violation, the individual should be removed from the event. SECURITY GUARDS SHOULD BE UTILIZED TO ESCORT INDIVIDUALS FROM THE EVENT, NOT MEMBERS OF THE ORGANIZATION. At no time should members of the organization attempt to physically handle an individual.

IX. Sign In Lists

- A. All members, new members and guests must sign in upon entrance to the event.
- B. The sign in list from each event must be submitted to the Office of Greek Life within two (2) business days of the event.
- C. The organization will not be allowed to host another event until the sign in list is submitted.

X. Alcohol Management

- A. All events are BYOB or Third Party Vendor. No alcohol may be served or sold by the host organization at any time.
- B. If the event is BYOB, only those over the age of 21 are permitted to bring alcohol to the event.
- C. If the event is Third Party Vendor, only those who are 21 may purchase or consume alcohol.

XI. Event Management

- A. The event will begin at the designated time and will end at the designated time. Event may be closed early if problems occur.
- B. Security personnel may not leave until all guests have left and the event is closed.
- C. All federal, state, and local laws as well as university rules and regulations must be followed.
- D. Organization officers and members should always cooperate with the security officers in enforcing laws and campus rules and regulations.
- E. Officers and designated individuals should take action when they see problems occurring, not wait for others to bring the situation to their attention.
- F. Persons waiting on safe rides must wait inside the house and not cause any disturbance. These persons must be transported as soon as possible. SECURITY OFFICERS MAY NOT LEAVE UNTIL ALL THESE INDIVIDUAL HAVE DEPARTED.

XII. Sober Event Monitor and Safe Drivers

Sober monitors and safe drivers should not register a BAC (Blood Alcohol Content) if they were to be checked by Valdosta State University Police, Valdosta City Police, Lowndes County Sheriff Department and/or Georgia State Police. The event may not begin and will be shut down if any sober monitor listed on the Event Registration Form registers a BAC.

A. Sober Event Monitors

- i. At least three (3) monitors must be present for the entire event.
- ii. At least three (3) monitors must be initiated members and two of the three must be chapter officers.
- iii. At least one monitor should assist security at the check-in table with guest admission. The remaining monitors should assist security officers in patrolling the event, directing guests and members to the check in table, keeping guests inside the party or getting their ride home.

B. Safe Drivers

- i. Three (3) Safe Drivers must be present for the entire event.
- ii. Pledges, provisional members, associate members, new members, candidates, etc. **may not** serve as safe drivers **unless** an equal number of initiated members are required to drive also.
- iii. There should be sufficient number of safe drivers available along with other transportation options (cab service, rented van/bus).

XIII. Number of Security Officers Required

A. Social Events at Chapter Houses

- i. A minimum of one (1) security officer (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) must supervise the checking of guest lists, identification, and the putting on of wristbands or stamp for those attending the event.
- ii. A minimum of one (1) security officer (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) is to be inside the event observing the behavior of participants and assisting with safety wherever needed.

B. *Social Events at Third Party Vendors*

- i. A minimum of one (1) security officer (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) must supervise the checking of guest lists, identification, and the putting on of wristbands or stamps for those attending the event.
- ii. If security is provided by the establishment, the organization may use it in addition to the one (1) officer at the door, if allowed by organization policy.
- iii. If security is not provided by the establishment, then at least two (2) guards must be hired to patrol inside the event (for a minimum of three (3) officers).

XIV. Expectation of Security Officers

- A. Officers should arrive at the event thirty (30) minutes prior to stated start time and meet with all of the organization's sober monitors and drivers, discuss event security, and receive the wristbands or stamps from the organization. They must identify the chapter officer responsible for the event and the security officer in charge.
- B. The organization's monitors should assist security in monitoring the event and determination of guest admission, as well as any problems that arise. In addition, the security officers should assist the monitors in dissolving any issues that may arise.
- C. Security Guards (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) should check identification and issue wristbands or stamps to members and guests.
- D. Particular attention is to be given to the consumption of alcoholic beverages by those not 21 years of age. If underage persons are observed, the alcohol is to be taken from the individual. If the same individual is again found in possession of alcohol, that person is to be escorted from the event and not readmitted.
- E. Persons found **without** wristbands or stamps should be asked to leave the event immediately (the only exception is listed in Section VIII B).
- F. At large events, additional security may be necessary to help patrol the event and parking lot.
- G. When behavior warrants, the security officer should call the proper authorities and have the individual(s) involved arrested.
- H. When gross violations of regulations occur, the security officer in charge should inform the officers of the organization of the fact and if corrective action is not immediately taken, the event should be closed. If the organization refuses to

cooperate, the security officer should call the applicable law enforcement agency: University Police, Valdosta City Police or Lowndes County Sheriff Department.

- I. Security officers (which is defined as a certified State of Georgia police officer or an officer approved by VSU police) may be required to appear before a University Judicial Board as witness.

XV. Third Party Vendor Regulations

- A. The Third Party Vendor must be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- B. The Third Party Vendor 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.
- C. Third Party Vendors must agree in writing to cash sales only, collected by the vendor, during the function.
- D. The Third Party Vendor must assume in writing all the responsibilities that any other server of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - i. Checking identification cards upon entry, unless the organization has hired security to complete this task.
 - ii. Not serving minors (those individuals under the age of 21).
 - iii. Not serving individuals that appear to be intoxicated.
 - iv. Maintaining absolute control of ALL alcoholic containers present.
 - v. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the chapter).
 - vi. Removing all alcohol from the premises.

XVI. Spontaneous Parties

At times chapters may decide after the three (3) business days required by the Risk Management Social Event Policy, to hold an event involving alcohol. In those situations the chapter may apply for a spontaneous party permit under the following conditions:

- A. The event is a member's only event. NO GUESTS. NO DATES.

- B. The chapter host contacts the Assistant Director of Student Life for Greek Life and applies verbally for a spontaneous party.
- C. Upon verbal permission, the chapter host completely fills out the Social Event Registration Form and returns it to the Office of Greek Life on the next business day.
- D. The chapter agrees to follow all VSU alcohol guidelines.

HOW TO DETERMINE A CHAPTER EVENT

The following is a means of looking at a function and deciding if it could be considered a party. **If you answer yes to just one of these questions then it qualifies as a chapter event.**

1. Would an observer associate it with the chapter?
2. Did the incident involve expenditure of chapter funds?
3. Was the purpose of the event to be a party?
4. Did members supply alcohol?
5. Were there a large number of members present with alcohol?
6. Was the event publicized?
7. Was the perception of the gathering a “party”?
8. Was your chapter name assuming responsibility for the event?
9. Was the chapter advisor, or any of the executive officers of the chapter, aware of the incident before it took place, and did they not prohibit it from taking place; or did not take steps to insure that the activity in question was in compliance with the applicable University policies, local ordinances, or Greek standards of conduct, etc.?
10. Did the chapter advisor, or any of the executive officers of the chapter, knowing the identity of chapter members involved in the incident, refuse(s) to divulge such identity to the appropriate authorities (of the University, the police, the Judicial Board, etc.)?
11. Was the incident actively or passively endorsed by other members of the chapter?
12. Was the event publicized either in written form or by word of mouth as a chapter event?
13. Did the incident take place on chapter property, or occur on/in a location which has been contracted for by the chapter or in private residence for the purpose of holding a chapter-sponsored event?

VIOLATIONS OF POLICY

Any member of the University community may notify the Office of Greek Life of a violation of the Policy. Disciplinary charges may be filed against the individual, officers, and/or the chapter as a whole. Violations will be handled administratively through the Office of Greek Life or by the Dean of Students Office or may be passed on to an appointed University Judicial Board. Organizational National Headquarters, as well as local chapter advisors may be contacted of any violation of the Policy.

Enforcement Criteria

The following is a description of the levels of policy violations and suggested organizational sanctions that may be solicited. Any violation of these criteria is viewed seriously, and it is the responsibility of every chapter member to see that the Greek Risk Management Policy is upheld and equally important, that the spirit of the Policy is met. The levels below indicate the severity of the violation and the suggested reprimand that may be sanctioned to the chapter.

Level 1

Violations

Includes, but is not limited to, the following violations:

1. Failure to complete a social event form
2. Failure to communicate with the Assistant Director of Student Life for Greek Life proper information of the upcoming event
3. Failure to hire an Officer for the registered event
4. Drunken or elicit behavior by any active or associate member
5. Failure to comply with the Greek Risk Management Policy and/or the Valdosta State University Student Code of Conduct in any aspect

Sanctions

Includes, but is not limited to, the following sanctions;

1. Chapter members must host/organize an educational program on a topic that is in direct relation with the nature of the violation and must be approved by the executive board and administration.
2. Monetary fines
3. A written, formal apology to the administration and university

Level II

Violations:

Includes, but is not limited to, the following violations:

1. A second violation or failure to comply with any of the sections within the Greek Risk Management Policy and/or Student Code of conduct
2. Minor acts of violence and/or abuse of a member/or non member of a Greek organization
3. Inappropriate behavior that hinders the growth of the Greek community

Sanctions

Includes, but is not limited to, the following sanctions:

1. Social probation for an extended period of time that may be determined by the administration *Social Probation is defined as having any social events defined in the Greek Risk Management Policy (i.e. where alcohol is present; this includes on or off-campus events, but does not include any philanthropic or community service program).*
2. The administration will determine any other or alternative sanctions

Level III

Violations:

Includes, but is not limited to, the following violations:

1. More than a second count of failing to comply with the Policy and/Student Code of Conduct.
2. Any other inappropriate behavior determined by the administration/university that may be detrimental to the mission of the Greek community and/or institution.

Sanctions

Includes, but is not limited to, the following sanctions:

1. The chapter may be referred to the Dean of Students for further disciplinary sanctions, that may include, but are not limited to chapter suspension or individual expulsion.

CRISIS MANAGEMENT PROTOCOL

There are several steps to follow in the event of an emergency, with some additional steps to follow in the event of a death of one of your members or new members. There are a variety of things that constitute an emergency, such as serious injury, excessive consumption of alcohol, overdose, fire, suicide or other death. It is imperative that each chapter review the following protocol with all chapter officers.

1. Be certain that every person in the chapter knows that the president is in command of every emergency situation involving serious injury, death or fire. In the president's absence, a ranking order of officers should be established.
2. If a tragedy has occurred within the house, close the house at once. Instructions cannot be given if members are leaving and strangers are entering. Permit only appropriate official to enter.
3. The first phone call you make is to the 911 emergency number. Briefly and calmly explain the situation so that appropriate emergency personnel can respond.
4. Before you leave the phone, the second phone call is to your chapter advisor. Then call Kassie Kissinger, Assistant Director of Student Life for Greek Life. Call her at any hour, day or night (office: 229-333-5674; cell: 504-723-5950). If you are in doubt whether a situation is serious or not, CALL!! Next, call your (Inter)National headquarters.
5. Assemble your members in a group. Explain to them that there is an emergency situation and that the house is closed. Request all members to cooperate in halting outgoing phone calls until the situation is under control. DO NOT discuss the situation until the chapter advisor and/or Assistant Director of Greek Life arrives. Instruct all members to make no statements to anyone other than law enforcement and/or University officials. The president of the chapter will make any appropriate statements to the media after the situation is under control and the content of the statement has been discussed with University officials. Where possible litigation may follow, be cautious about jumping to conclusions or speculation.
6. DO NOT notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical situation. In the event of a death; hospital, law enforcement, or University officials will notify parents.

LIABILITY INSURANCE COVERAGE

A common misperception about liability insurance is that since you pay your chapter or your (Inter)National headquarters, you can do whatever you want and not get sued. Guess Again! You can always be sued, even for something you know nothing about. Another misperception is that your liability insurance company will pay any damages a court may find against you or your chapter. In fact, your insurance does not even cover you if the activity in question was not in line with the insurance company's policy, much less your own risk management policy.

Check out some of these facts about liability insurance coverage for fraternities and sororities...

- Individual chapters pay liability insurance premiums annually to their national headquarters for insurance.
- The amount of the premium is based on the track record of the (Inter)National fraternity/sorority – the more the cases, the higher the premiums.
- Sororities pay an average of \$50 per person per year.
- Fraternities pay an average of \$100 per person per year.
- Individual chapters get different rates depending on their track record.
- No insurance covers violations of the national policy.
- Usually the first \$5,000 - \$10,000 comes from the chapter.
- Individuals, not just officers, are named in lawsuits.
- Claims from injuries usually come from the value of the chapter house, officers' personal accounts, parents' homeowner's insurance policies, and individual members.

Appendix

A

**RISK MANAGEMENT
STATEMENT OF UNDERSTANDING
FOR CHAPTER OFFICERS**

Appendix

B

SOCIAL EVENT REGISTRATION FORM

SIGN IN LIST FORM

Appendix

D

HUMAN DIGNITY FORM