

Florida Atlantic University
Office of
Fraternity & Sorority Life

Risk Management
Policy & Planning Guide

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Why Risk Management?

Alcohol related deaths, unsafe chapter social environments in late 70's



Lawsuits against individuals, chapters and inter/national org's
Recruitment numbers begin to decrease (early 80's)



Need for insurance for individuals and organizations
Need for redirected focus of chapters



Elimination of open parties & common sources of alcohol
Development of first Risk Management policies (mid-80's)



Rise in hazing activities, steady reports of alcohol related
incidents/injuries at fraternities/sororities (early 90's)



Lawsuits continue, injury/deaths remain steady, insurance becomes more
difficult to attain/keep (early 90's)



More stringent policies, higher insurance rates (today)

University Greek Life Risk Management Policies

The following policies & procedures reflect the Risk Management Policy of FIPG, Inc., which includes the provisions which follow and shall apply to all fraternity & sorority entities at Florida Atlantic University and includes all levels of membership. In addition to FIPG policy, this document contains supplemental policy provided by the Office of Greek Life.

1. **Alcohol**

- 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. (*FIPG*)
- b. Alcoholic beverages may not be purchased through or with chapter funds nor may the purchase of alcohol beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or sale of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs/cases, is prohibited. (*FIPG*)
- c. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. (*FIPG*)
- 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”). (*FIPG*)
- 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. (*FIPG*)
- f. 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. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a social event registration form and guest list. (*FIPG*)
- g. No chapter may co-sponsor or co-finance or attend or participate in a function where alcohol is purchased by any of the host chapters, groups or organizations. (*FIPG*)
- h. All recruitment or rush activities associated with any chapter will be nonalcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy. (*FIPG*)
- i. No member or pledge/associate/new member/novice, shall permit, tolerate, encourage, or participate in “drinking games.” (*FIPG*)
- j. No alcohol shall be present at any pledge/associate/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. (*FIPG*)
- k. All Social Events must end by 3:00 a.m. (FSLIFE)
- l. Social Events may not take place during the 1st week of any academic semester. (FSLIFE)

2. **Hazing**
 - a. No chapter, colony, or student shall conduct nor condone hazing activities. (FSLIFE)
 - b. Hazing activities are defined as:
 - i. “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 premises; 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.” (FIPG)
3. **Personal Abuse (FSLIFE)**
 - a. No chapter, colony, or student shall conduct nor condone acts of personal abuse.
 - b. Acts of personal abuse are defined as:
 - i. Verbal abuse of any person including lewd, indecent, or obscene expressions of conduct.
 - ii. Physical abuse or threat of physical abuse to any person.
 - iii. Harassment: defined as behavior directed at a member of the university community which would cause severe emotional distress, intimidation, or coercion to a reasonable person in the victim’s position, or would place a reasonable person in the victim’s position in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the right of any member of the university community to freedom of expression protected by the 1st amendment of the United States Constitution and any other applicable law.
 - iv. Failure to respect the privacy of other individuals.
 - v. Retaliation against or harassment of complainant(s) or other person(s) alleging misconduct.
4. **Sexual Abuses & Harassment (FSLIFE)**
 - a. Florida Atlantic University 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.
 - b. Florida Atlantic University will not tolerate sexual assault in any form.
5. **Miscellaneous (FSLIFE)**
 - a. Each chapter must attend a mandatory training of the policies & procedures listed in this document, on an annual basis.
 - b. This policy, in addition to all national/international policies and local, state and federal law are in effect and will be enforced 24 hours a day, 7 days a week, 365 days a year.

Terms & Definitions

Beverage: any drink that contains alcohol.

Chapter property: extends to the property owned or leased by the chapter; or property that is reasonably determined to house/host chapter members/guests on a regular basis; includes chapter houses.

Risk Management Policy: each chapters inter/national policies in reference to alcohol, controlled substances, fire/housing safety, sexual harassment/abuse etc. Policies can be retrieved from each inter/national headquarters.

University Policy: policies, rules and regulations set forth for students and/or student organizations by Florida Atlantic University and its corresponding offices/departments. Policies may be retrieved by contacting the Office of Greek Life.

Local/State/Federal Law: includes the laws of the United States, State of Florida, and any local ordinance or law that may apply. Such laws include, but are not limited to: Florida Statutes - Sections 322.141, 561.422, 562.11(1)(a), (2), 562.111 and 565.12; Laws and Ordinances can be retrieved online or in the University library.

Social Event: any event, on or off chapter/University property that involves alcohol. An event is defined by whether or not a non-member could make a reasonable assumption that it is a chapter-sponsored event.

Bring Your Own Beverage (BYOB) Social Event: any event, on or off chapter/University property in which guests and members of the chapter are bringing their own alcoholic beverage to consume.

Third Party Vendor Social Event: any event, on or off chapter/University property in which a licensed bartender/establishment is serving the alcohol.

Non-Alcoholic Event: an event, on or off chapter/University property in which no alcohol is available or present.

Open Party: social events (with alcohol) that allow for unrestricted access by non-members of the chapter.

Minor: an individual who is less than 21 years of age.

Tavern: an establishment generating more than half (50%) of annual gross sales from alcohol.

Co-sponsor: providing assistance, financial or otherwise, to support an event; and/or 2 or more chapters have an exclusive event (e.g. ABC fraternity invites only XYZ sorority).

**Florida Atlantic University
Office of Fraternity & Sorority Life
Social Event Form**

This document is to be used as a resource for chapters. It is not a form to be used to register events with any University entity.

General Information

Today's Date	January 15, 2007
Sponsoring Organization	Alpha Alpha Alpha
Co-Sponsoring Organization (if applicable)	Beta Beta
Co-Sponsoring Organization (if applicable)	n/a

Officer	Name	Phone	Email
President	Johnny Fratter	555-555-5555	frat@fau.edu
Risk Manager	Susie Sorority	555-555-5555	getexcited@mmail.com
Social Chair	Steve Smith	555-555-5555	Smithy4u@mmail.com
Chapter Advisor	Harry Truman	555-555-5555	Formerprez@mmail.com

Event Information

Title/Theme of the Event	Back to School Bash
Day/Date of Event	January 26, 2007
Start Time	8:00pm
End Time	12:00am
Location of Event (list address & phone)	Club Greek, 1234 Glades Rd., Boca Raton 561-888-8888

Third Party Vendor Information (Complete if event is to be held in conjunction with a Third Party Vendor)

Contact Name/Title	Susan Smith, General Manager
Contact Phone Number	561-888-8889

As the Third Party Vendor, I understand that the following policies are in place for the sponsoring chapter and guests:

	Initials
The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders or security, music/entertainment.	
The chapter/individuals is not permitted to purchase alcohol to be given away. (e.g. chapter pays \$1000 and everyone drinks free during the event)	
The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.	
Alcohol is purchased with cash by members/guests directly from the vendor.	

As the Third Party Vendor, my initials below attest that the following is true:

Initials

The establishment is properly licensed to sell/serve alcohol by both local and state authorities.	
The establishment is insured with a minimum of \$1,000,000 of general liability insurance.	
The establishment has as part of the general liability coverage “off premise liquor liability and non-owned and hired” and has listed the sponsoring chapter as additional insured.	

As the Third Party Vendor, my initials indicate agreement and assumption of the following responsibilities:

Initials

Checking identification and the guest list.	
Visibly identifying those that are 21 or older and those under the age of 21.	
Not serving anyone under the age of 21 years.	
Not serving individuals who appear to be intoxicated.	
Maintaining control of all alcohol containers.	
Collecting all remaining alcohol at the end of the function (no excess alcohol is to be given, sold or furnished to the chapter.	
Providing at least 3 security guards and/or bouncers.	
Provide to the sponsoring chapter a Certificate of Insurance naming such as the certificate holder and as an additional insured. Such certificate shall evidence off premises liquor liability and hired and non owned auto coverage in an amount not less than \$1,000,000 per claim. (Attach to this form)	

Section 4: Signatures (may not be typed)

By signing this form, I attest that I understand the Office of Fraternity & Sorority Life Risk Management Policy and my own Inter/national Risk Management policy and agree to uphold these policies & expectations. I understand that in the event of a violation of these policies, the chapter(s) involved may be subject to sanctions imposed by the respective Council’s Judicial Board, the Office of Fraternity & Sorority Life, Florida Atlantic University, and my Inter/national organization.

President	
Social Chair	
Risk Manager	
Third Party Vendor	
Co-Sponsoring Chapter President	
Co-Sponsoring Chapter President	

Rec’d: _____

By: _____

Status: _____

Florida Atlantic University Office of Fraternity & Sorority Life Emergency Management Resource

The following guidelines should be used in the event of an emergency situation (member/guest is: non-responsive; violent; severely intoxicated; brought to the hospital; injured before/during/after an event and/or the chapter property is: vandalized, destroyed etc.).

In the event of an emergency, the chapter should establish an order or rank (i.e. who will step in should an emergency occur). List your rank order here:

Name	Officer	Phone Number

Step #1: Make the following Phone Calls

Emergency Services	University Police Department	911 or 561-297-3500
	Office of Fraternity & Sorority Life	
	Chapter Advisor	
	National Headquarters	

Step #2: End the Event

The president cannot give instruction and maintain control if members are leaving and strangers are entering. All guests should be dispersed immediately. If a crisis occurs at a location other than a chapter facility at which the chapter is sponsoring the event, identify a common meeting place at once and give instructions.

Step #3 Assemble your chapter members.

Assemble your chapter members for a chapter meeting. Dependant upon the situation, this meeting may need to include new members. It is important that you and your chapter members remain calm until the situation is under control. Explain to them that there is an emergency situation and that the chapter is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until a Fraternity & Sorority Life staff member or your Chapter Advisor arrives. Instruct your members that they are not to make statements to anyone other than police or fire officials. The Chapter President will make any appropriate statements to the media after the situation is under control and the content of any statement has been discussed, with the appropriate parties.

Step #4 Write an Incident Report

Those involved, at a chapter level, need to write incident report based on the events of the evening in question. Be sure to be as detailed as possible. This report should be distributed to the Office of Fraternity & Sorority Life, FAU Police, and/or your Inter/National organization with 5 business days of the incident occurring.