

**Rockhurst  
University  
Greek Risk  
Management Policy**

# I.

## *Introduction & Guidelines*

The following is a truly revolutionary effort in the history of Rockhurst University. It is the first complete Risk Management Policy created by Greek Life at this institution. Its purpose is three-fold:

First, and foremost, it sets to establish those guidelines that promote the safety and security of all students under it. It is an overarching document that covers the full range of issues that can be encountered within the realms of Greek life at any university, but is especially focused for the unique campus atmosphere of Rockhurst University.

Secondly, it takes one more step towards building a practical, working relationship between the students involved in Greek life, and the administration that oversees the activity of all students. Because this policy is approved by all involved parties, and because it covers the many possible scenarios present in college life, it will be consistently followed by members of the various fraternities and sororities, as well as acknowledged by the administration as the official guidelines to be used for various Greek endeavors. Because it is amendable, and because the period of each policy expires and must be revised, it allows for both the students, and the administration to make necessary suggestions and changes to the policy as times change, and as new situations arise. Therefore, it is a concrete document by which the rules are clearly stated, but it is flexible enough to allow for change.

Thirdly, it affords the students, through the Interfraternity Council, the Panhellenic Council, and the Greek Council, power to oversee and regulate the actions of their own organizations. It places responsibility on the very students who will be partaking in the activities, and abiding by the policies. Since the policy is well-documented, using material made standard by the National fraternities of SAE, ADG, PKA, and TKE, along with FIPG regulations and Rockhurst University's own policies, it is a fair and balanced plan to allow students the ability to understand and deal with risks associated with their activities, while working well with the administration. This is an efficient and proven way to maintain order, and strict allegiance to all approved policies. It also takes a great deal of pressure away from the administration, who, instead of acting merely as a watchdog for problems, can pursue more positive actions within the Greek community.

# II.

## *Alcohol*

For all Fraternity/Sorority functions that include alcohol, the following will be in effect always:

- Alcohol may never be sold except through a third-party vendor.
- Common sources of alcohol (kegs, jungle juice, pooling money to purchase alcohol) shall not be provided.
- Alcohol can NEVER be purchased with fraternity/sorority money. This includes events that may operate on a separate budget (formals, date parties, etc.)
- All events not of third-party vendor status shall be BYOB. Bring YOUR Own. Do not provide alcohol to other members or non-affiliated guests/students.
- The promotion of, or participation in, any action or activity, which could be interpreted as selling alcohol, will not be tolerated. This includes but is not limited to, charging admission to parties, passing the hat, selling drink tickets, or having vending machines that dispense alcoholic beverages. (PiKA Policy)
- The chapter will not under any circumstance, permit the consumption of alcohol by anyone who is not of legal drinking age, including chapter members.
- No member shall permit, tolerate, encourage, or participate in “drinking games” at a fraternity/sorority function. (PiKA Policy)
- No member or non-member shall be granted entrance into any chapter function, including a party, if he/she is deemed intoxicated by the sober members.
- A guest list shall be provided at all chapter functions deemed an event, as defined by this document.

No form of alcohol will be present at formal RUSH events.

# III.

## *Health & Safety*

All chapter houses, chapter rooms (on and off campus) shall ensure that all local fire and health codes are met. This should be an agenda item at the chapter's monthly Risk Committee meeting where appropriate.

Before every event held, a complete inspection shall be performed of the interior and exterior of the property– looking for any item(s) that might present a danger to those present. (FIPG)

Also, any and all city and state laws shall be abided by in the specific location of the event.

# IV.

## *Drugs & Controlled Substances*

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 forbidden. (Tau Kappa Epsilon Risk Management Guidelines, p.1 & FIPG)

If a chapter member is suspected of substance abuse, it is required that the chapter confront and resolve the problem. (SAE Minerva's Shield, p.18)

Each chapter should include drug awareness programs. (SAE Minerva's Shield, p. 18)

# V.

## *Hazing*

Hazing in any form, including physical and psychological, is not acceptable. Chapters are to be hazing-free at all times. If a member, alumni, or any student, faculty or administrative official has to ask if an event or activity qualifies as hazing, then it probably does. Hazing is also illegal in almost every state and can result in incarceration and fines.

To be clear, hazing activities are defined as any action taken or situation created by an active member, inactive member, alumnus member, or new member, 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 or illegal drugs;
- Paddling in any form;
- Creation of excessive fatigue or physical exercise;
- Sleep deprivation;
- Conducting activities that do not allow adequate time for study;
- Forcing, requiring or endorsing consumption of liquid or solid objects, edible or non-edible;
- Physical or psychological shocks;
- Endangerment or activities that have the potential to endanger a new member;
- Quests, treasure hunts, scavenger hunts, road trips or other such activities carried on outside or inside the confines of the chapter facility;
- Wearing or public apparel which is conspicuous and not normally in good taste;
- Required carrying or wearing of any item not normally needed (e.g.: rocks, hospital bracelets, helmets, tattoos, etc.)
- Personal servitude;
- Engaging in public stunts and buffoonery;
- Verbal harassment including yelling and screaming at new members;
- Silence or not speaking to certain people;
- Nudity, morally degrading or humiliating games and activities; and
- Any activity that is not consistent with fraternal law, ritual or policy or the regulations and policies of the University.

# VI.

## *Sexual Violence*

The fraternity 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 women or men including, but not limited to date rape, gang rape, or verbal harassment.

Bottom line is consent must be given freely and knowingly.

# VII.

## *What is an Event?*

For the purpose of this policy, any function shall be deemed a chapter event (i.e. official party) if 5 of the following items are true:

1. Any event premeditated or previously planned/discussed at a chapter meeting.  
(SAE Minerva's Shield, p. 21)
2. Any event hosted on University property under the organization's name.  
(PiKA Social Greek Risk Management Policy, p. 1)
3. There will be paid entertainment. (E.G. Paid DJ, Band, Etc.)  
(SAE Minerva's Shield, p. 21)
4. Are 25% of the chapter members present?  
(FIPG, p. 18)
5. The chapter has set up security.  
(SAE Minerva's Shield, p. 21)
6. Alcohol is present
  - 6a. only events with alcohol require guest lists
7. The event is hosted at a residential facility where more than half of the permanent residents are affiliated with a certain organization.

# VIII.

## *Event Planning*

One of the keys to a safe chapter event and good event planning is preparation. Event planning is thinking of every possible situation that may occur during your event, whether an ordinary occurrence or an unexpected turn of events. The key to good event planning is that you are ready for anything.

Three types of Events:

- 1) Dry
- 2) Third Party Vendor
- 3) Bring Your Own Beer (BYOB)

DRY Events:

A dry event is where no alcohol is present at an event from the start of the it to the end of the it. The advantages of a dry party from a legal standpoint are clear. All the issues connected with the presence of alcohol are of no concern. As well, expectations regarding atmosphere and individual behavior are much different. Other advantages include the opportunity to socialize with fellow fraters, sorority women, girlfriends, other guests, parents and alumni in a variety of settings, including the chapter property and/or house, which may not allow alcohol. A dry approach may also be more conducive for events like retreats, some date functions and out of house functions where members are guests or spectators (i.e. concerts, plays, sporting events).

THIRD PARTY VENDORS/CATERERS:

Many chapters have inquired about the possibility of contracting with an outside, licensed vendor to host their event and or serve alcohol. These chapters have successfully used this approach to alleviate some of their liability. The use of an outside vendor may take one of two possible approaches:

- A. Hiring that vendor to work an event hosted at the chapter property or house. Such responsibilities for this vendor might include checking identification of guests upon entering the facility and serving food and alcohol. The benefit of this approach, when done correctly, is that the licensed vendor is usually better at checking ID's and not serving intoxicated people than a chapter member would be. This may reduce the possibility that an accident will occur.
- B. Contracting with a vendor that owns its own party facility. This might include a restaurant, a hotel, a private club, a golf course, a church facility, a community center, etc. Although more expensive in some cases, the off-site facility is

advantageous in that excessive wear and tear on our chapter homes and certain premises liability issues are reduced.

Some guidelines to be followed when contracting with a third party vendor:

1. Use only properly licensed vendors. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held, (obtain and keep on file copies of state & local licenses).
2. Use only properly insured vendors and obtain a certificate of insurance as proof. Properly insured vendors will carry a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. Request a “certificate of insurance” with evidence that the vendor has, as part of this coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” Request the certificate of insurance name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor, as well as the International Fraternity with whom the local chapter is affiliated. Be sure to file a copy of the certificate of insurance and highlight the required areas.
3. Request the vendor agree in writing to cash sales only, collected by the vendor, during the function. Request the vendor assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - Checking identification upon entry.
  - Not serving minors.
  - Not serving individuals who appear to be intoxicated.
  - Maintaining absolute control of all alcoholic containers present.
  - Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or otherwise furnished to the chapter.)
  - Removing all alcohol from the premises by 2:00 a.m.

We advise that any vendor unwilling to adhere to these guidelines is a significant risk to do business with.

#### BYOB:

For those chapters wanting to make alcohol available to of age members and guests but not contract with a third party vendor, a BYOB function is its only option. Because responsibility for planning and monitoring rests with the chapter

fraters, careful adherence to suggested guidelines is essential. The following is provided for consideration when planning a BYOB party.

Provide alternative beverages and non-salty foods appropriate to a theme

- The percentage of non-alcoholic beverages should at least equal the percentage of underage guests.
- Several non-salty snacks and other food items must be available for all guests during the duration of the social event.
- Food, alternative beverages and BYOB alcohol must be placed in the same centralized area.

## IX.

# *Event Requirements*

The following things will be utilized for/during a chapter “event.”

- Before an event, the chapter members, looking for any item(s) that might present a danger to those present, shall perform a complete inspection of the interior and exterior of the property. (FIPG)
- An official “sober member” program with no less than (2) members present. These affiliated members may not drink at all; sober means alcohol-free and drug free.
- The event will be registered with the Office of Greek Affairs using the specified official event form provided by the school.
- A guest list shall be provided at all chapter functions where alcohol is present.
- Consistent with Rockhurst University specifications, all events will be closed no later than 3:00AM the following morning. (Rockhurst Event Registration Form)
- Some form of non-alcoholic beverage and food shall be available and easily accessible.
- Alcohol may never be sold except through a third-party vendor.
- Common sources of alcohol (kegs, jungle juice, pooling money to purchase alcohol) shall not be provided.
- The chapter will check identification at the door of all members and guests to determine who is of legal drinking age.
- The chapters will in some way identify those guests and members who are of legal age (wristbands, hand markings, etc.)
- The event shall only be open to affiliated members and the guests of Rockhurst students.

- Every effort shall be made to offer any intoxicated individual an escort to his or her residence.

In the interest of community relationships, and in pursuit of Greek ideals, all chapter functions that occur in residential facilities (houses, THVs, etc.), shall be returned to their normal state by 12 noon on the following. This means that all trash will be cleaned up from the front and back yards, and a generally respectful appearance will be presented to the neighborhood.

## X.

### *Non-Event Requirements*

There are a variety of activities and gatherings that will not be considered “official” by fraternity and Rockhurst standards, and will, therefore, be subject to slightly different rules and regulations. However, it is advisable that the risk Management Policy be used as guidelines for all functions, whether or not they are deemed an actual “event”.

For the sake of defining what is meant by a non-event, two terms will be used. The first, “pre-party”, or its counterpart, “after-party” is meant to describe an activity or gathering that is held prior to, or after, a recognized event, whether it be a formal fraternity party, or any other such event under the guidelines stipulated in this document. The second, a “spontaneous event”, is considered one that does not meet the criteria constituting an “event”.

## XI.

### *Policy Enforcement*

The Greek Council shall be responsible for all sanctions and punishments that involve a violation of this Rockhurst University Greek Risk Management Policy.

The purpose of the Greek Council is to help students receive feedback about their behavior and to make objective assessments about their behavior. If the students' behavior is found to be inappropriate, it becomes the responsibility of the Greek Council to educate students as to the expectations of the Greek community, to determine a sanction that will encourage the group to change its behavior, and to indicate the consequences of not changing the behavior. Students and staff share the responsibility for the administration of the Greek Council. The Council is selected through appointment by each Greek organization on campus. A minimum of five and a maximum of seven Council members will be required to hold a hearing. The Director of Greek Affairs will serve as advisor to the Greek Council. The Vice President for Student Development serves as a consultant. The Greek Council hears incidents which involve sororities only, fraternities only or incidents which involve both fraternities and sororities. A Council comprised of female and male members will conduct each hearing.

The consistency of the Greek Council process rests upon the participation of the Panhellenic and Inter-fraternity Councils Vice Presidents and upon the participation of fraternity and sorority Justices. All hearings will be comprised of both men and women. The only exception may be with recruitment violations, where the Council reserves the right to have a single-gender hearing.

The Greek Council will be chaired by one of the two Vice Presidents (alternating hearings) and either Vice President may conduct a hearing. These two positions carry responsibilities beyond those of regular board members. The Vice Presidents, with the assistance of the Director of Greek Affairs, are responsible for the pre-hearing, hearing and post-hearing logistics as well as the documentation and facilitation of the hearing.

Incidents addressed by the Greek Council involve activities by a fraternity or sorority chapter. Incidents involving individuals (who may or may not be Greek) will be address by the Student Welfare Committee. Alleged violations are referred to the Greek Council in a variety of ways including: receiving an formal written report by a member of the Rockhurst or Kansas City communities; receiving a police report; through a referral from the Student Welfare Committee; or violations of fraternity or sorority standards of conduct or University standards of conduct. Typical violations include but are not limited to: violations of recruitment rules; hazing; noise complaints; defacing or decorating public or private property; complaints about inappropriate sexual behavior; violations of state or city laws; or violations of University standards of conduct (refer to the Rockhurst University catalog).

# XII.

## *Crisis Management*

Crisis management will be handled according to fraternity By-Laws, strictly following every step to safely manage any such incident whereas any individual might be harmed. In an event of a Crisis, the fraternity house or place of crisis will be shut down immediately (no questions) and secured. All guests should be escorted out of the residential facility or chapter house. In the event of a serious injury or death, do not notify parents or other students. Do not talk to any members of the media; this should be left to the University and Chapter Executive Board

In an event of a Crisis, Chapters should follow their National protocol and Rockhurst University Greek Life Protocol, which includes contact 911/Security, Greek Director/RD on Duty. A list of contact numbers for crisis situations will be maintained by the chapter president and secretary at all times and will be posted in all houses that have fraternity members. Contacts should include the following and should be posted...

- 1) Police, Fire, Ambulance, etc. 911 (Always the FIRST THING!!)  
Must provide Your Name, Address of the function, & Phone Number  
Should be done by one of the Sober Brothers
- 2) Legal Advisor
- 3) Rockhurst Security (If location is near Rockhurst Campus) 816 501-4010
- 4) Chapter President
- 5) Chapter Advisor
- 6) Residential Director on Duty / Greek Life Director

## **XIII.**

### *Membership Education*

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of Rockhurst University, as established in this document. Additionally, all student and alumni/alumnae members shall annually receive a copy of said Risk Management Policy.

Each semester, or in the transition of new officers, the officers shall present the Social Greek Risk Management Policy to the respective chapter, and facilitate a chapter discussion to answer any questions.

Each organization shall be charged to educate the social chair on risk management issues and present to him/her the Social Greek Risk Management Policy. This officer shall also answer any chapter questions pertaining to risk management and the University.

The chapter officers shall also be responsible for ongoing chapter education about University policy and Greek Risk issues outlined in this policy.

Preventing, reducing and eliminating risk within our fraternity chapters can be accomplished through the process of education. Since, at any given time, a very low percentage of any group's members are keenly aware of the necessity for Risk Management, educating the members of Greek organizations is critical, and must be an ongoing and dynamic process.

## **XIV.**

### *Policy Amendment*

This policy as approved by the undersigned may be amended at any point as deemed necessary and right by the Greek Council of Rockhurst University. Amendments are subject to approval by all respective organizations.

# XV.

## *Policy Approval*

Pi Kappa Alpha  
President

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Tau Kappa Epsilon  
President

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Alpha Delta Gamma  
President

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Sigma Alpha Epsilon  
President

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Alpha Sigma Alpha  
President

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Zeta Tau Alpha  
President

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Inter-Fraternity Council  
President

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Panhellenic Council  
President

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# XVI.

## *Policy Resources*

Alpha Delta Gamma National Fraternity Risk Management Policy

<http://www.alphadeltagamma.org/actives/risk.html>

FIPG, Inc. (including Members: ADG, ZTA, ASA)

<http://www.fipg.org>

Pi Kappa Alpha Risk Management Policy (hard copy only)

Rockhurst University Greek Council By-Laws

<http://www.rockhurst.edu/studentlife/greeklife/gcouncil.asp>

Sigma Alpha Epsilon, Minerva's Shield (pdf copy only)

Tau Kappa Epsilon Risk Management Policy (hard copy only)