**IFC/PANHEL RISK MANAGEMENT & EVENT POLICIES**

**FOR FRATERNITIES & SORORITIES**

***2021-2022***

***Table of Contents***

***Risk Management Introduction Page 1***

***General Risk Management Policies Page 2***

***Safety Awareness & Campus Behavior Page 3***

***Social Events-Application & Approval Page 4 & 5***

***Social Events-Risk Management Best Practices Page 6 & 7***

***Medical Amnesty & Good Samaritan Policy Page 8***

***Summary Page 9***

**IFC/Panhel Standards**

**Risk Management for Fraternities & Sororities**

The following policies have been developed to assist Chapters in the areas of: event management, responsible member behavior and decision making, reducing legal liability, providing a healthy and safe environment for members and guests, maintaining the condition of the Chapter House, and enhancing the campus relationship with the surrounding community.

Chapter Officers (President, Social Chair, Risk Management Chair) are responsible for educating individual members, including new members and alumni/ae, about the policies. Ignorance of these policies and procedures is not tolerated, and Chapters may be held responsible for members’ actions. Because it is not possible to anticipate ever possible situation that Chapters might face, Chapters and their members are expected to observe not only the letter of these policies, but also the spirit of collective and individual responsibility and accountability that these policies are intended to promote.

IFC/Panhel recognizes the importance of maintaining close and cooperative working relationships with Public Safety, the New Wilmington Police Department, Office of Student Affairs, and all other positions of authority at Westminster College. Individual chapters are responsible for ensuring that members act in such a way to further these positive relationships.

Page 1

Page 1

**General Risk Management Policies**

* Emergency Contact List for Crisis Response should be updated each academic semester and clearly posted at the Chapter facility.
* Evacuation Route and Sheltering Locations should be clearly posted at the Chapter facility.
* IFC/Panhel recognizes chapters as social organizations and encourages and supports chapters holding a wide variety of social events/functions throughout the academic semester.
  + Chapters are required to hold one alcohol-free social event with another fraternity/sorority each academic semester.
  + Fraternities/Sororities are required to have one social event with every IFC/Panhel Chapter at Westminster College throughout the academic school year.
  + Chapters are required to register social events with alcohol at Third Party Locations. Chapter House facilities are not considered on campus, and are therefore considered Third Party Locations.

Page 2

**Safety Awareness and Campus Behavior**

**Safety on campus is a priority. Westminster College recommends the following personal safety behaviors for all Chapter Members and students.**

* Alcohol and drugs can impair decision making. Do not risk your safety by being intoxicated or under the influence of drugs.
* Travel in groups at night – there is safety in numbers.
* Tell someone where and when you will return.
* Always have a cell phone.
* If you drink, set a limit.
  + Don’t drink on an empty stomach.
  + Don’t ever leave a drink unattended.
  + If you’re away from your beverage for any amount of time, toss it.
* Don’t drink and drive. IFC/Panhel stringently opposes drinking and driving.

**Being Socially Responsible**

* Inappropriate behavior includes; pranks, vandalism, theft, damaging social media posts, inappropriate use of alcohol/drugs, sexual assault, and other actions that do not align with the IFC/Panhel and the fraternity/sorority life community values.
* Chapters are responsible for holding members accountable for actions and inappropriate behavior according to Chapter Bylaws and/or membership expectations.
* Violations of IFC/Panhel Constitution or bylaws by individual Chapter members or by entire Chapters will be handled in accordance with the respective council’s judicial policy.
* Violations of the Student Handbook will result in individual or organizational outcomes through Student Judicial Process.

Page 3

**Social Events**

* **How do I get a Social Event approved for my Chapter?**
  + Events meeting the following criteria must be registered with IFC/Panhel and abide by guidelines stated in policy:
    - Events held in Chapter Houses – Number of non-member guests exceeds or equals 50% of Chapter membership and alcohol is present
    - Events held off-campus – Alcohol is present, non-members are present as guests, and the event is hosted/co-sponsored off-campus
    - Overnight events off-campus – An off-campus event that does not include alcohol must also comply with the Student Travel Policy. This can be found at my.Westminster – Community > Campus Groups > Student Affairs > Student Activities > Student Travel Policy.
  + Turn in Event Registration Form (attached) a minimum of five (5) days in advance of event.
    - Registration of events includes:
      * Fully completed Event Registration Form submitted 5 days prior to event to the Assistant Dean of Student Affairs and IFC/Panhel Risk Management Officers.
      * Signatures of Officer in Charge, Chapter President and Advisor must be included on the form with all attachments.
      * Guest list should be submitted via email no later than noon the day prior to the event. Members of host sponsor/co-sponsoring organizations may be listed separately from non-member guests. The guest list must clearly show the name, birth date and/or age of all invited. The OIC must appear at the top of the guest list in **BOLD**. Using Chapter Rosters or Facebook lists to generate guest lists is prohibited. Personally Identifiable Information (PII) must be safeguarded.
  + A meeting with Chapter’s Officer in Charge, Chapter’s Risk Management/Social Chair and Risk Management Officer of IFC/Panhel is mandatory at least 5 days prior to event.

Page 4

* **What guidelines does IFC/Panhel expect Chapters to follow when hosting an event?**
  + No one under 21 years of age will be sold or served alcoholic beverages or allowed to consume alcohol on Chapter property or at Chapter hosted/sponsored events.
  + OIC (Officer in Charge) refers to the primary officer from sponsoring organization who must remain sober during entire event.
  + Chapters may be held responsible for actions and behavior of registered as well as non-registered events that are reasonably believed to be a function with alcohol.
  + Parties must end by 2:00 am on weekends and midnight on weeknights.
  + Fraternities are permitted to have a maximum of four (4) weeknight events (Sunday – Thursday) each semester.
  + No fraternity sponsored events are permitted on Saturday or Sunday prior to the start of finals on Monday.
  + IFC/Panhel Risk Managers will not approve any events during the period recognized as IFC/Panhel Formal Membership Recruitment, determined by Council leadership.
  + Open events are prohibited, and guest list procedures must be followed. FIPG (Fraternal Information and Programming Group) recommends a two-guest limit per Chapter member. We encourage you to follow your inter/national organization’s policy regarding guests.
  + Guests lists may not exceed 300 names. A Chapter may not allow more than 200 people in their house at any given time, according to Fire Code(s). Each Chapter must create a system to monitor how many people are in their home.

**NOTES:**

* Event policy shall not supersede Westminster College Policy, Commonwealth of Pennsylvania Laws or the National/International Fraternity Policy.
* The Assistant Dean of Student Affairs and IFC/Panhel Risk Managers reserve the right to deny approval of any event that does not fulfill the requirements of this policy.

Page 5

**Social Events**

**Risk Management Best Practices**

* **Events with Alcohol:**
  + Posted signage must be clearly displayed:
    - “We retain the right to refuse entry to anyone.”
    - “Must be 21 to consume alcohol.”
    - “Safe ride information.” (If Chapter offering.)
    - “Re-entry only at Front Entrance” posted at all exits.
* **Walk-Out Policy**:
  + If a Chapter co-sponsors an event and there is a violation of policy (Event Policy, Westminster College Policy, Commonwealth Law), the Chapter(s) must vacate everyone from the event (within 5 minutes generally) or the respective judicial board may hold the Chapter responsible for the violation. Such violations include but are not limited to: common sources of alcohol, underage consumption of alcohol, not using guest list, not appropriately dispensing alcohol.
* **Proper Identification at Events:**
  + Attain proof of age in accordance with Commonwealth Law. Guests entering must show proper identification of age with State ID, National ID, or Titan Card issued by the College.
  + O.I.C. must designate legal drinking age with wristbands. Wristbands will be provided by I.F.C.
* **BYOB (Bring Your Own Bottle) Policy:**
  + Chapter members and guests must bring their own alcohol to be consumed at any alcohol events. Chapters may not purchase mass quantities of alcohol.
  + As stated, no one under age 21 may be served alcohol in accordance with Commonwealth of Pennsylvania law.
  + Members and guests may bring a reasonable amount of alcohol for personal use, but may not bring mass quantities, such as kegs, party balls, wine in a box, trash cans and bottles of hard liquor or spirits.

Page 6

* **O.I.C. (Officer in Charge) Responsibility:**
  + At least one (1) OIC of the host organization must be stationed at the front entrance at all times. OIC duties include:
    - OIC must remain sober throughout event.
    - OIC must be an officer or appointed member of sponsoring fraternity or sorority.
    - OIC may not be a new, uninitiated member of the Chapter.
    - OIC, while not responsible for all actions during the event, is the official Chapter representative during the event. They are responsible for ID/guest list check, age verification, alcohol check-in and communication with police, security, band/DJ, neighbors, College officials and attendees.
* **All Alcohol-Related Events** must be enclosed in a Chapter House or in a fenced-in area on Chapter property. Guests/members are not permitted to gather on roofs,, streets, sidewalks or other areas outside of the facility or fenced-in area.
  + No open containers may leave event.
  + Alcohol products above 15% alcohol by volume are prohibited on any Chapter/organization premise and at any event, except when served by a licensed and insured third-party vendor.
* **Third-Party Vendor Policies:**
  + Events with alcohol may not be used as fundraising or profit-making events for the Chapter or charity.
  + If a third-party vendor is used, the vendor must assume, in writing, all responsibilities any seller of alcoholic beverages would assume in the normal course of business, including but not limited to:
    - Checking ID cards before serving alcohol.
    - Serving only those guests of legal drinking age.
    - Refusing service to guests who appear to be intoxicated.
    - Maintaining absolute control of all alcoholic containers.
    - Restricting sales of alcoholic beverages to **NOT** include shots.
    - Collecting all remaining alcohol at the end of the function.
  + Responsibility for actions and employment of hired third-party vendors, including off-campus events, rests with the host/sponsoring/co-sponsoring chapter(s).

Page 7

* **Medical Amnesty/Good Samaritan Policy**

The College recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the IFC/College may act as a barrier to students seeking assistance, medical or otherwise, for themselves or others. Time is of the essence in an emergency. To reduce the harmful, potentially deadly, consequences of alcohol or drug overdose, the College agrees to apply a Medical Amnesty/Good Samaritan Policy, which seeks to ensure that students are primarily concerned about those around them and will call for medical assistance when faced with an alcohol or drug related emergency.

Medical Amnesty exempts from formal college discipline (alcohol violations, fines, etc.) both those students receiving emergency medical attention for an alcohol- or drug-related emergency and those individuals/chapter(s) who contact 911 and Public Safety for assistance (Good Samaritan). To obtain Medical Amnesty, the affected student must receive emergency medical attention and follow the advice of the Medical Responder. In addition, both the altered student and the Good Samaritan student may be required to participate in follow up meetings with the Wellness Center or Counseling Center or Dean’s office, and comply with recommendations these offices prescribe. The Medical Amnesty/Good Samaritan Policy applies to only first cases of alcohol or other drug-related emergencies for a particular individual. This policy does not excuse co-occurring violations of the IFC bylaws or Student Handbook. Further, if an individual receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated by the Vice President of Student Affairs who may recommend additional resources or sanctions.

Page 8

**Summary**

Individual Chapters maintain all responsibility for following these policies. Any reports of alleged violations, received by IFC/Panhel, Public Safety, Assistant Dean of Student Affairs, or Vice President of Student Affairs or other College officials, will be forwarded to the IFC/Panhel Judicial Process of Student Conduct.

If an individual Chapter is found to have violated the policy during three consecutive semesters, the individual Chapter will have its status, as a recognized organization at Westminster College, reviewed by the Vice President of Student Affairs.

These Standards and Policies are intended to educate while encouraging social responsibility and respect for human dignity, wellness and student safety.

**Important Contact Numbers:**

­­­­­­­­­­­­­­­­­IFC President: Charles Lisella:

PHC President: Jessica Reabe: 724-858-7929

Campus Security/Public Safety: 724-946-7777

Student Engagement Office:

Francesca Manilla, Assistant Dean of Student Affairs – Office:724-946-7128

Cell: 724-877-0988

Melissa Reabe, Area Coordinator of Student Engagement – Office: 724-946-7111

Cell: 724-610-0875

New Wilmington Police: 724- 946-8111

Poison Control Center: 800-222-1222 (24 hr line)

Page 9