

Risk Management and Social Events Policies and Procedures Guide of the Minnesota State University, Mankato Fraternity & Sorority Community

Jurisdiction for ensuring compliance with these policies and procedures shall fall to the governing councils to which chapters belong. Alleged violations of these policies or procedures shall be forwarded to the appropriate Vice President of Conduct Review for investigation and adjudication/resolution.

Should an honorary organization or governing council be found to be in violation of these policies, jurisdiction shall fall to the Minnesota State University, Mankato Student Government, using the Recognized Student Organization Code of Conduct and discipline process.

Fraternity & Sorority Life shall distribute this Policies and Procedures document on an annual basis. A copy of the document is available on the departmental and council pages in the Engage platform. Should that platform no longer be available or utilized by the institution, the document will be made available on the departmental website and/or the council page(s) in the platform being used.

SECTION 1: ALCOHOL AND DRUGS POLICY

In any activity or event sponsored or endorsed by a fraternity or sorority chapter, FSL-recognized honorary organization, or governing council, including those that occur on or off organizational/chapter premises:

1. Organizations, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.
2. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational/chapter premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
4. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any organizational premises or at any event, except when served at an event by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
6. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. A chapter/organization must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
8. A chapter/organization must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.

9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member (members *present*, not total membership) ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the [chapter/organizational] premises or host venue.
10. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an [organization,] including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
11. Organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

SECTION 2: HAZING POLICY

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter/organizational property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- a. Be coerced to violate federal, state, provincial, local law, or organizational policy.
- b. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- c. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- d. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- e. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

The MinnState System is required, by state statute, to provide a definition of hazing. The system defines hazing as: “An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

Minnesota State University, Mankato defines hazing as: “mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of or requirement

for initiation.”

SECTION 3: SEXUAL MISCONDUCT POLICY

Organizations and their members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any organizational activity or event as defined in this policy is prohibited.

SECTION 4: ASSAULT & BATTERY POLICY

In any activity or event sponsored or endorsed by the [chapter/organization], including those that occur on or off organizational/chapter premises, no organization, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

SECTION 5: FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES POLICY

Organizations and their members must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

Firearms or explosive or incendiary devices are prohibited from chapter facilities and at all organizational activities or events.

SECTION 5: RETALIATION POLICY

Organizations must prohibit retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of either chapter or community Risk Management Policies and Procedures.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

SECTION 6: EVENTS POLICIES AND PROCEDURES

1. In all cases, chapters are responsible for complying with council, University, national organization, local, state, and federal laws, rules, regulations, and policies. If policies differ from each other, the more restrictive regulations/procedures are to be observed.
2. Definitions
 - a. “Fraternity,” “Sorority,” or “Chapter” is defined to include the actions of initiated members, new members, and alumni/alumnae.
 - b. A chapter “event” is defined as activity a reasonable person would conclude to be related to a fraternity or sorority. “Events” may include, but are not limited to retreats, banquets, formals, exchanges, parties, fund-raisers and community service projects. Criteria which may be used to determine whether or not an “event” has taken place include, but shall not be limited to:
 - i. The event was pre-planned or pre-meditated 24 hours prior to its occurrence

- ii. A chapter officer planned the event
 - iii. A majority of chapter members knew about and/or were present at the event
 - iv. Chapter funds were used to pay for any part of the event
 - v. Ten or more non-members were present at the event.
 - c. "Guest" shall be defined as any person invited to be present at an event and included on a guest list for events with alcohol present.
- 3. Event Registration
 - a. Social events at which alcohol is not present, but at which a significant risk can be foreseen, must be registered and approved by means of a Social Planning Form with the appropriate governing council at least five business days (Monday-Friday) prior to the event. Examples may include events with large anticipated attendance, potential for damage or injury, etc.
 - b. Other social events at which alcohol is not present, but at which a significant risk cannot be foreseen, should be registered and approved by means of a Social Planning Form with the appropriate governing council at least 48 hours prior to the event.
 - c. Social events at which alcohol is present must be registered and approved by means of a social planning form with the appropriate governing council at least five business days (Monday-Friday) prior to the event. Failure to do so will result in cancellation or postponement of the event.
 - i. Event registration is suggested, but not required, for events at which the number of non-member guests in attendance does not exceed a number equal to two times the number of members present or 20, whichever number is smaller.
 - d. The Vice President of Risk Management for each council shall have initial authority to approve or to not approve Social Planning Forms. If a Social Planning Form is submitted on time, yet not approved, a chapter has the option to make appropriate changes, to cancel/postpone the event, or to appeal the decision of the Vice President for Risk Management to the governing council. A decision made by the Vice President for Risk Management may be overturned by a three-fourths vote of the chapters in the respective council.
- 4. Event Themes
 - a. Exchanges and other events should be in good taste and should not be offensive in nature. Events should not have themes or activities deemed to be belittling, offensive, insensitive, or otherwise inappropriate.
 - b. Events poking fun at or mocking alcohol consumption and/or simulating drinking games, unless part of a risk management educational program, should not occur.
- 5. Philanthropic Events
 - a. Philanthropic events shall not have a BYOB option, and alcohol service shall not be a central part of a philanthropic event.
 - i. Alcohol service at a philanthropic event may only be incidental to the location or venue and the fact that the venue may be open to patrons not present with the intent of attending the philanthropic event. An example may include regular beverage service during a benefit night co-hosted with a local restaurant.
- 6. Events with Alcohol
 - a. All registered social events with alcohol present require a guest list that must be submitted at least 48 hours prior to the event. Guest lists are not a sign in list, any form of directory, or chapter membership list. The purpose of a guest list is to limit attendance to those who know and who were invited by a member. No persons not

appearing on the submitted guest list will be permitted into the event or on the premises.

- i. Final guest lists reflecting attendance shall be submitted to the appropriate council's Vice President of Risk Management on the business day following an event.
 - ii. Alumni who attend a function, without prior notice being provided to the chapter, will be noted on the final guest list which will be turned in.
 - iii. In the event that an incident should occur with an event not requiring pre-registration, guest lists of those in attendance should still be maintained. If an incident occurs in conjunction with such an event, submission of the guest list may be required.
- b. Open parties, meaning those with unrestricted access by non-members of the chapter, without specific invitation, where alcohol is present, are forbidden.
- c. During any chapter sponsored event, the hosting chapter is responsible for checking the identification of guests for legal drinking age, and for verifying that all attendees are over the age of 18 or current MSU students, excluding PSEO students. The chapter must also provide a way to distinguish those of legal drinking age.
- d. The total number of people in attendance at a social function must not exceed 75 people or three times the chapter size whichever is greater, at any given time throughout the event nor may the number of attendees exceed the fire code for the facility in which the event is taking place. Requests for social events with more than 75 people in attendance may be made, but require verification that the facility at which the event is hosted can accommodate such a number of people. Additional hired security may be required for events with large attendance.
- e. Any guest or chapter member who is visibly intoxicated shall not be permitted to consume additional alcoholic beverages at any event. Any guest or chapter member who arrives at an event, and who is visibly intoxicated, shall not be permitted to enter or attend the event.
- f. Event Monitors
 - i. All registered events at which alcohol is present require a minimum of one event monitor per 20 attendees (including chapter members) expected, in addition to one door monitor responsible for verifying guests' identification. The door monitor is responsible for distinguishing minors from guests of legal drinking age (i.e. wristbands, mark or stamp on hand, etc.). Event monitors and door monitors may switch responsibilities during the course of the event, but they must be present at all times and must abstain from alcohol consumption prior to, and for the duration of the event.
 - ii. At least three event monitors must be 21+ in age and/or members of the chapter's executive board. The highest ranking chapter officer serving as an event monitor shall have the authority to close an event
 - iii. For events at which a third-party vendor is utilized, the vendor bears the responsibility for verifying that those served alcoholic beverages are of legal age, but the organization also bears responsibility for adhering to all state, federal, and local laws. Chapters shall not permit those under the legal drinking age to consume alcohol at events they host.
- g. BYOB (Bring your own beverage) Events
 - i. Any guest of legal drinking age may bring a maximum of 6 12-ounce cans of beer or 4 12-ounce wine coolers unless a lower number is specified by the chapter.

- ii. A punch card system must be used for the distribution of alcoholic beverages.
 - 1. Alcoholic beverages must be checked at the door.
 - 2. A punch card shall reflect the number and type of beverage brought.
 - 3. Beverages are to be distributed, one at a time, by a member of the host chapter, who has the responsibility of abstaining from alcohol during the event.
 - 4. Beverages brought in glass bottles must be poured into plastic or paper cups before consumption. Glass containers may not be carried around by attendees during events.
- iii. No open beverage containers, including, but not limited to, water bottles or containers for alcoholic beverages, may be brought into an event.
- iv. Chapters hosting events should provide free, unlimited, and easily-accessible non-alcoholic beverages to event attendees, and they must provide free non-salty snacks to guests.
- v. There will be no distribution of alcohol after 1:00 AM or 1 hour prior to the event ending, whichever is earlier. Guests shall not be permitted to leave an event with unconsumed beverages after this time.
- h. Third-Party Vendor Events
 - i. Third party vendors and/or the locations at which third-party vendor events are held must have a minimum of \$2 million general liability insurance coverage and a current liquor license. It is the responsibility of the host chapter(s) to obtain this verification and submit it a minimum of 48 hours prior to the event.