

University of Southern Indiana

Fraternity and Sorority Policies and Guidelines

The University of Southern Indiana *Fraternity and Sorority Policies and Guidelines* are based on FIPG and the University of Southern Indiana's *Students Rights and Responsibilities: A Code of Student Behavior* and is designed to outline procedures for Greek activities and operations.

STATEMENT OF RESPONSIBILITY

It is the responsibility of each chapter, as a self-governing organization, to educate chapter members on proper risk management procedures and chapter operations and to enforce these procedures during all activities in order to ensure the safety of all members and guests. All chapters involved in an event are equally responsible for the enforcement of policies and for the outcomes of that event.

Furthermore, it is the responsibility of the chapter to educate members on identifying, reducing, and eliminating risky behavior.

This policy contains a comprehensive plan for monitoring the responsible use of alcohol during USI Greek-letter organizations' functions. Although the policy includes numerous requirements for monitoring alcohol consumption, the organization and any co-host(s) shall bear the primary responsibility for adherence to and enforcement of this policy. Organizations are strongly encouraged to socialize without alcohol.

POLICIES FOR GREEK EVENTS

1. All chapter events must be in compliance with all state, county, and local laws as well as the University of Southern Indiana *Student Rights and Responsibilities: A Code of Student Behavior* and any standards set forth by the chapter's inter/national organization.
2. All fraternity and sorority events, both on and off campus, where non-chapter members, alumni, and/or parents are in attendance must be registered with the Office of Student Development Programs. This does not include brother/sisterhood events (members only).
3. The Program Advisor for Greek Life and Leadership must be given notice of the chapter event at least five (5) business days prior to the function by submitting a completed *Greek Event Registration* form available online at the Greek life website (www.usi.edu/greeklife) or in the office of Student Development Programs.
4. Drugs, in any form, will not be tolerated. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter facility, sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited.
5. Alcohol may not be present or consumed during any chapter philanthropy, service, new member, or recruitment event.
6. At no time should members engage in drinking games.
7. There are to be no sorority functions involving alcohol at fraternity residences.
8. A common source of alcohol such as a keg or pony keg is strictly prohibited at any Greek function unless supplied and staffed by a licensed third party vendor. Proof of liquor legal liability insurance and license from vendor must be provided when submitting the *Greek Event Registration* form.
9. Greek events involving alcohol are closed to the general public and must follow proper guest list policies.

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10. No chapter events may be held during finals week.

POLICIES REGARDING SOCIAL FUNCTIONS

1. A social function, for the purposes of this document, shall be defined as a gathering of people that includes one chapter or multiple chapters either on or off chapter and/or university property where alcoholic beverages are present.
2. A social function occurring as the result of a spontaneous gathering of members and non-members will be held to the expectations and policies outlined in this document.
3. The number of social functions planned and executed by a chapter each semester must be less than or equal to the number of alcohol-free events.
4. Social probation is defined as no social functions (events involving alcohol) may be held.
5. Social functions at which alcohol is present are to be limited to members, invited guests, alumni, and relatives of chapter members. Invited guests are to be limited to a reasonable number according to the capacity of the facility and shall not exceed three times the number of members in good standing (initiates and new members) of the sponsoring organization(s).
6. Social functions are to be registered using the procedure outlined above, but must also include a complete and typed list of all members and guests. This must be turned into the Program Advisor for Greek Life and Leadership 48 hours prior to the event. This list must include dates of birth for all members and guests.
7. Alumni and parent events shall be exempt from the guidelines set forth for the number of individuals in attendance.
8. Social functions may be no longer than 5 hours in duration; with functions Sunday through Thursday to be concluded by midnight.
9. Distribution of alcohol must cease at least thirty (30) minutes prior to the conclusion of the event.
10. The chapter officers listed below must attend a Risk Management review, sponsored by the Office of Student Development Programs, at the beginning of each semester before any social functions can occur. If a chapter fails to attend the Risk Management review, the chapter will be placed on social probation for a minimum of four weeks and until they have successfully completed the training.
 - a. President
 - b. Vice President
 - c. New Member Educator
 - d. Risk Management Chair
 - e. Social Chair
11. Every chapter must attend the Risk Management workshop sponsored by the Interfraternity Council/Panhellenic Council and The Office of Student Development Programs at a time to be determined during the first eight weeks of the semester. The date, time, and location of the workshop shall be given in writing to the chapter (via the council meetings and presidents roundtables) and can be found on the All-Greek calendar. Each chapter must have 90% attendance at the workshop or the chapter will automatically be placed on social probation for the remainder of the semester.
12. Chapter monitors

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- a. A minimum of (5) members from each of the hosting organizations must not consume alcohol prior to or throughout the duration of the social function.
- b. In addition, the President, Social chair, and Risk Management chair must remain alcohol-free prior to and throughout the duration of all social functions.
- c. There must be an additional (2) sober monitors who will remain alcohol-free prior to and throughout the duration of the event for every (50) individuals attending the social function.

13. Security

- a. The hosting organization(s) must hire one uniformed officer for every social function. One uniformed officer is required for every 100 attendees. This person can be a licensed security officer or a sworn officer of the law. If the facility that is being used provides a trained security person it is the responsibility of the organization to attain the appropriate information needed on the USI Greek Social Function Registration form.
- b. The Security Officer is responsible for the following:
 - (a) Verifying the age of all members listed as being 21 or over.
 - (b) Monitoring the floor and premises throughout the event.
 - (c) Asking an individual to leave the event if s/he feels that the individual is causing problems.
 - (d) Assist bartenders and chapter monitors in stopping individuals from drinking if they are noticeably intoxicated.
- c. At least one chapter monitor must accompany the security officer during the time when members arrive and when they depart from the function.
- d. It is the responsibility of the hosting organization(s) to ensure that alcohol is distributed only to individuals who are appropriately designated as 21 or over either through the use of wristbands or another marking system. It is also recommended that the chapter use the ticket/punch card system at the distribution site to keep track of individuals receiving alcohol.
- e. It is the responsibility of the hosting organization(s) to ensure that alcohol is not distributed to persons who are or appear to be intoxicated or under the influence of other substances.
- f. It is also the responsibility of the hosting organization(s) to monitor that members or guests of age are not providing alcohol to underage individuals.

UNIVERSITY GUIDELINES FOR CHAPTER SOCIAL FUNCTIONS

In order to be in compliance with the above listed policies, it is recommended that all social functions incorporate the following procedures.

1. Storage and Distribution of Alcohol
 - a. Chapters should distribute alcohol either through third party vendor or BYOB.
 - b. Third Party vendor
 - (a) Must have a minimum \$1 million liability insurance policy, including liquor legal liability insurance.
 - (b) Must have a valid Indiana state liquor license for their location or an off primacies license if catering to another location.
 - (c) In conjunction with security, the vendor is responsible for age verification of all guests who are served alcohol.
 - (d) The vendor is responsible for dispensing and serving all alcohol from a cash bar.
 - c. BYOB
 - (a) Guests of legal age who choose to consume alcohol are responsible for bringing their own alcohol to the function.
 - (b) The organization may not provide alcohol for anyone in attendance at the function. Organization funds or pooled funds (i.e., pass the hat, entrance fees, collections, donations, etc.) may not be used to purchase alcohol.
 - (c) Members and guests of legal drinking age may not bring in more than six (6) twelve-ounce beers or four (4) ten-ounce wine coolers for their own consumption. A beer is defined as a non-malt beverage. Any beverage labeled as being a malt(ed) beverage

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will be considered a wine cooler by the hosting organization(s) and will then be limited to four (4). Beverages should be labeled with the name of the person who brought them and must be stored behind a bar and distributed by a licensed bartender.

- d. Distribution is limited to one alcoholic beverage at a time.
 - e. It is the responsibility of the hosting organization(s) to ensure that alcohol is distributed only to individuals who are appropriately designated as 21 or over either through the use of wristbands or another marking system. It is also recommended that the chapter use the ticket/punch card system at the distribution site to keep track of individuals receiving alcohol, including the time of each distribution.
 - f. Any alcohol that has not been distributed at this time must be stored in a secure location away from public access i.e. a cooler that is placed in the trunk of a designated driver's vehicle that is over the age of 21.
2. Guest List
 - a. All social functions hosted by a fraternity or sorority at USI are closed.
 - b. The hosting organization must maintain a Guest list including chapter members and invited guests for any social functions. A copy of this list should be at the entrance of the event and used for check in purposes.
 - c. The guest list should include name and birth date.
 - d. A copy of the guest list must be turned into the Office of Student Development Programs 48 hours prior to the social function.
3. Sign in forms
 - a. All persons who enter the social function must sign the Sign-In Sheet and agree to abide by the Greek Alcohol Policy.
 - b. The hosting organization(s) must have records of all 21-year-old members. These records should be brought to each social function in the case that verification must be provided.
4. Access to the premises
 - a. Functions where alcohol is present must not take place in areas that may cause liability or poor public relations.
 - b. Access to the function will be permitted through only one door or entrance. The sign-in form shall be located at this entrance.
 - c. Anyone arriving to the social function that is clearly under the influence of alcohol or any other substance will not be permitted to enter the function. It is the responsibility of Risk Management and/ or the Social Chair, with Security, to stop inebriated individuals from entering the event and to find a designated driver to take the individual home.
 - d. Minors who are asked to leave the function because of intoxication or because they are under the influence of other substances will be dealt with by his or her chapter's standards board.
 - e. At least one chapter monitor will be stationed at the sign-in table during the arrival and departure of members.
 - f. Exit doors at the facility must remain inaccessible from outside the premises. The exit doors must be unlocked from the inside, permitting people to exit easily in the event of an emergency. It is the responsibility of the hosting organization(s) to ensure that access to the function is not gained through an exit door.
 - g. Persons who exit the facility and return to their vehicle or the vehicle of any other person for any reason will not be permitted to reenter the social function unless they have been accompanied by the President or Risk Management Chair.
 - h. The hosting organization(s) must ensure that no open containers of alcohol leave the function or alcohol being consumed outside of the function.
 - i. The hosting organization(s) must provide a typed list of designated drivers at the entrances and the exits.
5. Food and non-alcoholic beverages
 - a. It is the responsibility of the hosting organization(s) to provide non-alcoholic beverages

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- (soda, juice, water, etc.) for all guests who choose not to drink alcohol. These should be available throughout the facility, at the central distribution area, and should be of sufficient quantity to last for the duration of the function. Coin-operated machines are not considered appropriate.
- b. It is the responsibility of the hosting organization(s) to provide food of a non-salty variety. The food should be available at a central location and be of sufficient quantity to last the duration of the function.
6. Noise
- a. All stereos, live bands, public address systems, DJ's etc. used on campus must follow all university policies. All stereos, live bands, public address systems, DJ's etc used off campus must follow the areas noise ordinance.

HAZING POLICY

1. Hazing is forbidden and will not be tolerated, whether through organized chapter events or as the act of individual chapter members. All USI fraternities and sororities shall have strict policies against hazing.
2. Definition
 - a. Hazing is defined as any action taken or any situation created, intentionally, whether on or off chapter premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
 - b. Any activity upon which the initiation into, admission to, or affiliation with an organization is directly or indirectly related shall be considered "forced", regardless of an individual's willingness to participate.
 - c. Such activities may include, but are not limited to:
 - i. Use of alcohol;
 - ii. Paddling, in any form;
 - iii. Creation of excessive fatigue;
 - iv. Physical or psychological abuse or shocks;
 - v. Quests, treasure hunts, scavenger hunts, road trips, or any other activities carried on outside or inside of the confines of the chapter house;
 - vi. Wearing of public apparel which is conspicuous and not normally in good taste;
 - vii. Engaging in public stunts or buffoonery;
 - viii. Morally degrading or humiliating games and activities; or
 - ix. 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.

SEXUAL HARASSMENT AND IMPOSITION

1. The Greek community at the University of Southern Indiana 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 including but not limited to date rape, gang rape, or verbal harassment.
 - a. The policy of the University of Southern Indiana can be found in *Student Rights and Responsibilities: A Code of Student Behavior*, Sections 2.9 and 2.10.

CHAPTER OPERATIONS POLICIES

1. Chapter Housing and Property

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- a. Chapters residing in facilities owned and operated by the University should follow all policies and procedures set forth by the Department of Residence Life.
 - b. Chapters residing in off-campus facilities owned and operated by their chapter housing corporations should follow all state and local laws regarding occupancy and house safety.
2. Fire Health and Safety
- a. All chapters houses/facilities shall meet all local fire, zoning, and health codes and standards.
 - b. If chapters do not correct violations that are cited by authorities in a reasonable time period, the chapter may face judicial action through the University judicial process.
 - c. All chapters shall have posted by a common phone and emergency phone a list of numbers for fire, police, and ambulance.
 - d. An evacuation plan for the chapter house/facility is to be practiced at the first chapter meeting of each semester. This plan is to be posted in a visible area of the house/facility at all times.
 - e. In the event of a crisis during a chapter-sponsored event, the President or another member of the chapter executive board should immediately contact the Department of Security and Transportation, the Program Advisor for Greek Life and Leadership, and the chapter advisor.
3. Non Discrimination
- a. It is the policy of the University of Southern Indiana that all student organizations be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation or status as a disabled veteran or veteran of the Vietnam era. Greek organizations strive to be composed of diverse members from a variety of backgrounds.
 - b. Title IX, Educational Act of 1972 identifies a "social fraternity or social sorority which is exempt from taxation under section 501(a) of Title 26, the active membership of which consists primarily of students in attendance at an institution of higher education" as exempt from the requirement of gender inclusion.
4. Education
- a. All chapters must maintain a minimum of a 2.0 semester grade point average (GPA), or the required GPA of their governing council, whichever is higher, in order to retain social privileges.
 - b. The first semester that a chapter's GPA falls below the required GPA, the chapter will be placed on social restriction. Social restriction is defined as a maximum of 2 social functions during the semester. Additional sanctions may be imposed by the Office of Student Development Programs.
 - c. If a chapter falls below the required GPA for a second consecutive semester, the chapter will be placed on social probation. Social probation is defined as no social functions during the semester. Additional sanctions may be imposed by the Office of Student Development Programs.
 - d. The chapter will remain on social probation until their semester GPA is raised above the requirement of 2.0 or that of their governing council, whichever is higher.

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PHILANTHROPY EVENT POLICIES

1. A philanthropy event, for the purpose of this document, shall be defined as a chapter or multiple chapter event where money is collected for purposes of donation to a charitable organization.
2. All chapter philanthropies must be in compliance with all state, county and local laws and ordinances, including gaming laws. In addition to these laws and ordinances, each chapter must be in compliance with their inter/national risk management policies.
3. Alcohol is not permitted during any philanthropic events.
4. Chapters wishing to host a philanthropy event will be required to submit a *Philanthropy Notification* form one week prior to the event.

RECRUITMENT EVENT POLICIES

1. The governing councils, in collaboration with the Office of Student Development Programs, will set the dates for all formal recruitment periods.
2. Recruitment activities will focus on brother/sisterhood, leadership, service, and academics.
3. Alcohol may not be used to recruit new members or in conjunction with any activities that are or may be interpreted as recruitment events.
4. Students wishing to join a fraternity or sorority at USI must have the following qualifications:
 - a. Enrollment and continuance in a minimum of nine (9) hours of USI course work,
 - b. degree seeking status,
 - c. in good academic and student status,
 - d. not conditionally admitted to the University of Southern Indiana,
 - e. and the most recent educational experience, either high school or college, cumulative GPA of a 2.0, or the required GPA of the governing council, whichever is higher. (Individual chapters may have additional GPA standards.)
5. It is the responsibility of the chapter to ensure that all potential new members' grades are checked by a professional staff member in the Office of Student Development Programs prior to issuing a bid.
6. Chapters may not issue bids for membership to any student who has not yet attended classes at the University. Chapters may only issue bids for membership during the fall and spring academic semesters and not during finals week.
7. Sorority Recruitment
 - a. All NPC sororities will abide by the rules and regulations set by the Panhellenic Council for formal Recruitment.
 - b. Campus total is set by the Panhellenic Council.
 - c. Sororities recruiting through Continuous Open Bidding must have any potential new members fill out a *Potential New Member Grade Release Form* and turn it into the Program Advisor for Greek Life to check grades before a bid can be offered.
 - d. Once a woman has been offered and accepts a bid, she must fill out a *Continuous Open Bidding Card*. This card can be found in the Office of Student Development Programs.
 - e. Once a woman has been offered and accepts a bid, she must also sign the *Non-Hazing/Grade Release Form* in order that the chapter roster is kept accurate and up-to-date.
8. Fraternity Recruitment

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- a. All fraternities will abide by the rules and regulations set by the Interfraternity Council for formal Recruitment.
- b. Fraternities may openly recruit members after the designated Formal Recruitment period during the fall and spring semesters.
- c. Chapters must fill out a *Fraternity Rush Event Registration Form* and turn it into the Office of Student Development Programs one week prior to any recruitment event. During the formal recruitment periods, this form must be filed by the date designated by the Interfraternity Council.
- d. Fraternities recruiting men outside of the Formal Recruitment period must have any potential new members fill out a *Potential New Member Grade Release Form* and turn it into the Program Advisor for Greek Life to check grades before a bid can be offered.
- e. Once a man has been offered and accepts a bid, he must sign the *Non-Hazing/Grade Release Form* in order that the chapter roster is kept accurate and up-to-date.

REPORTING AND POTENTIAL CONSEQUENCES OF POLICY VIOLATIONS

1. Reporting violations of Fraternity and Sorority Policies
 - a. As a member of the university community, any evidence of violation of these policies should be reported to a University official. Such officials include the Department of Security, the Office of Dean of Students, the Department of Residence Life, and/or the Office of Student Development Programs.
 - b. Appendix C.6.4 in the *Student Rights and Responsibilities: A Code of Student Behavior* outlines an individual's and group's responsibility to refer individuals who are in violation of any of these policies.
2. Penalties: Any person or organization found in violation of these policies could face disciplinary action from multiple entities:
 - a. Disciplinary action by the chapter, national organization, and/or governing organization
 - b. Disciplinary action by the institution (*USI Student Rights and Responsibilities: A Code of Student Behavior*)
 - c. Criminal prosecution under Indiana State Law
 - d. Civil claims by the chapter against anyone who violates this policy and degrades the chapter in the eyes of the public or made the subject of litigation involving an alleged violation of the policy