

# **RISK REDUCTION MANUAL**

## **Campus Activities and Student Organizations**

**TEXAS**  **STATE**®

LBJ Student Center

A member of The Texas State University System

**HE WHO SAVES A LIFE, IT IS AS IF HE HAD SAVED  
AN ENTIRE WORLD; HE WHO DESTROYS A LIFE, IT  
IS AS IF HE HAD DESTROYED AN ENTIRE WORLD  
-TALMUD**

July 26, 2007

**MEMORANDUM**

To: All Risk Management Officers of Greek Letter Organizations at Texas State

From: Office of Campus Activities and Student Organizations

Re: Risk Management Handbook and Resources

Congratulations, and Good Luck!

These are the two first things that should be said to a newly elected Risk Management Officer of a Greek Letter Organization. Congratulations on being appointed by your peers to protect them and their guests from harm, for being named a leader, and for being entrusted with the power to enforce policies in order to ensure the longevity of your organization.

Good luck, because what we're asking isn't easy.

Whether your title is "Risk Reduction Chair," "Risk Manager," "Standards Officer," or even "President," you have been chosen to be responsible for the task of protecting your brothers or sisters; protecting them from themselves, from situations beyond their control, and from others. This is not a task to be taken lightly, and it is not a joking matter. Risk Management is an important element of Greek Life, especially in these days of sensational media and litigious society. If you are a leader, worthy of your post, then you will help keep your organization and its guests out of trouble. If you are not, resign now.

Our hope is that this handbook may serve you as you confront various challenges throughout your term of office. Hopefully you will not need to deal with a crisis situation, but if you do, please be assured that you can and should turn to our office for help. No Risk Manager should have to face crises alone, and our office is committed to assisting you in protecting your organization to the best of our ability.

So read this over, share its contents with your chapter, and let us know if you have any questions. Our office firmly believes that by working together we can ensure that your chapter will continue to grow in strength and tradition for many years to come.

Sincerely,

The Office of Campus Activities and Student Organizations

# CONTENTS

**Page 1:**

WHAT IS RISK MANAGEMENT?  
WHY IS IT NECESSARY?  
WHOSE JOB IS IT?

**Page 2:**

ORGANIZATION OFFICER RESPONSIBILITIES  
RISK EDUCATION

**Page 3:**

COLLABORATION AND THE ROLE OF THE ADMINISTRATION

**Page 4:**

LIABILITY—WHAT DOES IT MEAN?

- Civil Liability
- Criminal Liability
- Negligence

**Page 5:**

WHAT CAN BE DONE TO LIMIT LIABILITY WHEN HOSTING AN EVENT?

**Page 6:**

PUTTING POLICY INTO ACTION  
GUIDE TO SERVING ALCOHOL AT EVENTS

**Page 7:**

GUIDE TO SERVING ALCOHOL AT EVENTS (CONT.)  
HOSTING A SUCCESSFUL B.Y.O. EVENT

**Page 8:**

HOSTING A SUCCESSFUL B.Y.O. EVENT (CONT.)

**Page 9:**

GOVERNING POLICIES FOR RISK MANAGEMENT AT TEXAS STATE  
- Fraternal Information Provider Group, Inc. (F.I.P.G.)

**Page 10:**

F.I.P.G. (CONT.)  
HAZING

**Pages 11-13:**

TEXAS STATE STUDENT AFFAIRS LATE NIGHT EVENTS POLICY

**Page 13:**

TEXAS STATE TAILGATING POLICY

**Page 14:**

ADDITIONAL RISK MANAGEMENT RESOURCES

## WHAT IS RISK MANAGEMENT?

Let's begin with some simple definitions.

**Risk:** Exposure to the chance of injury or loss; a hazard or dangerous chance: *It's not worth the risk.*

**Risk Management:** The process of identifying possible risks, assessing their potential negative impact on your organization or event, and developing and implementing plans to minimize such impact.

In the world of student organizations, *Risk Management* means taking the necessary steps to ensure that your organization does not get suspended or "kicked off campus." It is your responsibility to ensure that your membership and your guests are safe (from harm and from legal trouble) at events that your organization sponsors or cosponsors, as well as to educate your members about safety and responsibility as men or women in society.

**Crisis Management:** The other responsibility that you share is the responsibility to effectively manage crisis situations should they occur. Hopefully, your organization has a crisis management policy already in place. If not, the second half of this handbook is devoted to crisis management; although the hope of every organization is to avoid such situations in the first place.

## WHY IS IT NECESSARY?

By adopting a risk management policy and enforcing it, we make the student organization environment safer for our guests and members. It should be noted that this safety includes financial security as well. Plaintiffs' attorneys are suing not only the Inter/national organization headquarters, Housing Corporations, chapters, officers, and members, but even the *parents* of other members. So for liability and insurance purposes, risk management is essential.

## WHOSE JOB IS IT?

Everyone with a stake in the well-being of an organization is responsible to ensure that risk management policies are upheld. This includes members, executive officers, advisors, administrators, alumni, new members, and national headquarters. While this is true, the reality is that if something does happen and lawsuits are filed, it is usually the president and risk management officer who are first to be held accountable for a chapter's failure to adhere to these policies. By ensuring that your members are well informed, you can minimize the potential to find yourself in this situation.

## ORGANIZATION RESPONSIBILITIES

All students and non-students involved with an organization must work together to effectively manage risks for the benefit of the organization. That being said, officers have a special duty to ensure the implementation of risk management policies.

- **President:** The attitude of an organization will almost always reflect the attitude of its leadership, especially that of the president. Lead by example, and don't be afraid to enforce policies internally.
- **Social Chairs:** Must be educated about policies and should not try to challenge them to "have a good time" at the expense of the safety or well-being of the chapter.
- **House Manager:** If your organization has a house, the HM must take an active role in ensuring the safety of the house for guests and residents.
- **Risk Manager:** Similar to the president, the RM must lead by example, and should not ever back down in upholding the standards of the chapter. Make your founders proud by ensuring that the organization and members live up to their original ideals.
- **Pledge Educators/Masters:** You have the important role of developing new members and ensuring that they understand and buy into risk management policies. Again, lead by example.
- **Advisors:** Although the bulk of responsibility lies with the students in an organization, an advisor can be a critical and valuable resource for risk management.
- **Alumni/ae:** Alumni are another potentially valuable resource for risk management – especially regarding education and leadership development if they are willing to devote some time and give back.

## RISK EDUCATION

Risk Management is an *ongoing, dynamic discussion* that must be constantly reevaluated and updated in order to ensure efficiency and compliance with changes in national organizational policies, campus/university regulations, and national, state, and local laws. **Improving your organization's risk management culture will take time:** to observe, to analyze needs, to discuss changes with the chapter, and to generate "buy-in." Even after a change takes place, you will have to discuss it regularly to allow members to express their feelings or even challenge it. **Remember that the Office of Campus Activities and Student Organizations is here to help you through this process.**

### **Leadership development:**

One tried-and-true method of minimizing risk is to develop leaders within your organization. This does not mean having a one day retreat on "proper keg-tapping technique," but means *really* taking advantage of campus resources, national institutes, workshops, and retreats available to your chapter. Fraternities and sororities operate, as you know, much like a micro-corporation, and the same skills that business managers and administrators use can be applied to the management of a fraternity. See the "campus resources" section of this handbook or ask at the Office of Greek Affairs to find out more about what is available here at Texas State. The more leaders you have within your organization, the greater the probability of success for years to come.

### **TiPS for the University:**

Another resource at Texas State is the availability of TiPS (Training for Intervention Procedures); a skills training program designed specifically for college students to help them learn to prevent intoxication in others and to intervene in situations where alcohol or drugs have been abused. This is not your middle school D.A.R.E. program! It is realistic, non-judgmental, and full of interesting facts! TiPS is available through GAMMA or the Network here on campus, it only takes two hours, and it would make a great program for new members joining the community! Ask at the Office of Greek Affairs for more info.

## COLLABORATION AND THE ROLE OF THE ADMINISTRATION

Let's get one thing straight, right from the start:

***THE OFFICE OF CAMPUS ACTIVITIES AND STUDENT ORGANIZATIONS IS NOT HERE TO "BUST" YOU, TO "KICK YOU OFF," TO "HARASS" YOU, OR TO MAKE YOUR LIFE DIFFICULT OR UNENJOYABLE...OTHERWISE WE ARE OUT OF A JOB***

Surprised? Don't be!

***The University supports organizations for all that they claim to be: organizations committed to academic success, community service and volunteerism, high standards of morality and ethics, character, chivalry, and excellence as men and women in society. These are all values that the University shares, and the fact that the University provides student organizations with a staff of support personnel, meeting space, funding for events and projects, recruitment assistance, and advising is proof of it's support.***

The role of the Office of Campus Activities and Student Organizations is to help your organization, not to find ways to punish you. Unfortunately, it is all too often that the University finds out about indiscretions or rule violations from outside sources such as the University Police Department, phone calls from the local community, or reports from upset parents. **In such cases, the University must hold groups accountable**, and this unfortunately may include strict disciplinary consequences. This is why we ask that you be willing to collaborate with us.

**Collaboration** means letting us know what is really going on in your organization. If we know what challenges you are facing, what "traditions" or practices you are trying to eliminate, which members are consistently violating policy, and other obstacles you are trying to overcome as an officer or as a chapter, we can work with you rather than against you to provide you with the support and guidance to affect change and progress in your organization.

**Collaboration** doesn't mean that we will not hold your organization accountable for policies, and it doesn't mean that you will not face disciplinary sanctions for serious policy violations, but it **DOES** mean that our office will make every effort to make sure that your organization stays on campus, continues to grow and succeed, and has access to all necessary resources to assist with future challenges. No one, administrators and faculty included, wants to see student organizations suffer or disappear from campus. The University does, on the other hand, expect a high standard of excellence from all of its organizations. You, as a Risk Management Officer have an important choice to make:

***Work with the University and our office to come to mutually-agreeable solutions to challenges and help your organization to prosper,***

**OR**

***Work against the University to protect problem members and hide illegal practices that will inevitably come out on their own and may cause serious harm to your chapter and its members.***

***Collaborate or Disintegrate?  
The choice is yours***

# LIABILITY — WHAT DOES IT MEAN?



Here is the bottom line: if you serve/provide alcohol in a fraternity house or, in your own residence hall room, apartment, or house, you can be held **liable**, or responsible, should one of your guests become intoxicated and cause damages to themselves, others, or property. Having the knowledge of proper risk management and serving practices can prevent some of the problems that result from the misuse of alcohol. This section is designed to outline the various forms of liability and the laws involved.

## CIVIL LIABILITY

Civil liability allows individuals to bring cases against licensees, social hosts, or companies if the event was work-related or an organization function. Innocent victims injured by an intoxicated person or the intoxicated person himself can file lawsuits. Juries typically award monetary damages to compensate victims (*compensatory damages*) and punish the offender (*punitive damages*). Awards can range from a few thousand dollars to several million. Civil Lawsuits are based on basic forms of law.

The laws in each state vary, but here is some information on the laws of Texas that might affect you or your organization:

***Dram Shop Laws:*** Specifically address liability issues for liquor license-holders. They are based on the idea that irresponsible alcohol service makes one responsible for ensuing damages that would not have occurred had alcohol been responsibly served. Organizations could fall under these laws if there is any exchange of money at an event where alcohol is present (i.e., guests at a BYOB party paying for admission). If events are held at bars or clubs, the bar or club usually assumes liability for adherence to dram shop laws.

## CRIMINAL LIABILITY

Criminal liability allows the state to bring a suit against a licensed establishment, individuals employed by that establishment, social hosts, or employers. These suits, unlike civil suits, address the criminal aspect of serving alcohol irresponsibly. A common form of a criminal suit involving liquor liability would be if an intoxicated person were to injure or kill an innocent third party and the state brought criminal action against the patron and the people who served him or her. While a civil suit usually carries out a monetary judgment, a criminal suit often results in jail time. Criminal and civil suits can be brought against the same parties for the same incident, and are decided independently of one another.

## NEGLIGENCE

***Common Negligence:*** These laws, although not specifically defined, address negligent behavior with negligence defined as “not doing what any reasonable person could be expected to do under a certain set of circumstances.” With regard to alcohol, it is assumed the provider will be expected to follow a certain set of guidelines; if he or she fails to follow such guidelines, he or she has acted negligently.

Your organization, or more importantly, **YOU** personally can be held negligent should a guest or member be injured due to a specific act, or a failure to act. Plain and simple, if you think something may be dangerous, it is prudent to alert your members and their guests to potential hazards. If possible, remove or fix these hazards and **DOCUMENT** your actions taken towards prevention.

# WHAT CAN BE DONE TO LIMIT LIABILITY WHEN HOSTING AN EVENT?

## Site Assessment

- Make a check for **basic safety considerations**. Are there potentially dangerous areas that should be secured, or equipment and other items to remove? Are interior and exterior lighting satisfactory?
- Is the event far away? Consider providing **transportation**, or at least designate drivers who will remain sober throughout the event.
- If you have the opportunity to hold your event at a **third party vendor** (an establishment with a liquor license that is not associated with your organization or your guests) **DO SO!** The establishment or company becomes responsible (“assumes the liability”) for providing, handling, and serving alcoholic beverages. To be extra safe, you should ask for a written document or **contract** stating that the responsibility for all service of alcoholic beverages rests entirely with the establishment. **Never allow members to serve or provide any alcohol if using a third party vendor**, the liability is then transferred right back to your organization.

## Choose Food and Drink

Food and drinks are important because they complement fun, not because they supply it in 12oz. bottles! Get the most out of your budget by hosting BYOB parties and providing appropriate refreshments. Keep in mind that any food or drinks that you serve make a statement about your organization and your party. Think creatively and your parties will be way more fun than just “beer and music.”

## BYO Events

Consider hosting a Bring Your Own Beverage party; by doing so you transfer some liability from the organization to the individual who brought it. Most national organizations have resources outlining guidelines for BYO parties. Remember that the organization must still make a “reasonable effort” to *monitor* the **distribution** of alcohol during their event. See the “Hosting a Successful BYO Event” section in this handbook or visit the Office of Campus Activities and Student Organizations to get help if you have no experience hosting such an event in the past.

## Enforce Party Rules

This is largely the specific duty of the Risk Management Officer, although all organization members should assist as needed. Remember that drinking games are strictly prohibited and should not ever be allowed. Before the party begins, decide as an organization who will have final say about decisions at the party. **No one** overrides this person’s decisions. Make sure that IDs are checked, watch entrances and exits carefully for people sneaking in, and utilize security guards (bonded if possible) who have been hired for the event. *It is recommended that guests not be allowed to re-enter a party after leaving.*

“But it wasn’t *OUR* event!”

## UNDERSTANDING CO-SPONSORSHIP

A common question of Risk Managers is at what point does an event become an “official” event (and one that the organization is liable for)?

The answer, unfortunately, is not as clear as you would probably hope. At the end of the day, it is the jury or judge’s decision whether or not an organization is a “co-sponsor” of an event, but the following are some guidelines to consider, in descending importance. If the answer to the following questions is “yes” your chapter could be liable — be careful!

- 1) Was co-sponsorship published?
- 2) Was it announced on campus?
- 3) Did chapter funds help pay for *any aspect* of the event?
- 4) What was the perception on campus?, of invitees?
- 5) Were chapter officers present?
- 6) Of all the attendees of the same gender as the chapter, were a plurality (more than any other single group) members of the chapter?

If you still aren’t sure, consider: “Is it worth the risk?”

## PUTTING POLICY INTO ACTION

So you've decided to try to clean up your organization's risk management policies, great! Now comes the question: *WHERE TO START??*

Remember that there should be three main objectives of any Risk Manager:

- 1) **Minimize the chances of problem situations.** This is what a clear Risk Management Policy provides. Every chapter needs to honestly assess their actions and "traditions" to ensure that the policies meet the current, specific needs of the chapter.
- 2) **Develop a contingency plan to deal with crises if/when they do occur.** How up-to-date is your chapter's Crisis Management plan? Are all chapter members familiar with it? If you have to ask yourself what that means, the answer is no. This is the other half of the puzzle, and no Risk Management plan is complete without step-by-step instructions for the "what if's" that arise all the time in real life. **SEE THE CRISIS MANAGEMENT HANDBOOK FOR MORE RESOURCES IN THIS DEPARTMENT.**
- 3) **Maintain open communication with your respective governing council, the Coordinator of Risk Management, the Greek Advisor, your chapter advisors, and other university administrators.** This piece is crucial. Remember that the Office of Campus Activities and Student Organizations is not here to yell at you, scold you, or shut you down. We are here to help you be **safe**, have **fun**, and **succeed**, without sacrificing the fun or traditional values that your organization embraces.

If it is time for your organization to overhaul its risk management policies, start by researching all available resources. Consult your national headquarters or take a look at the FIPG website ([www.fipg.org](http://www.fipg.org)). Also, do not hesitate to contact the Office of Campus Activities and Student Organizations or other successful chapters of your organization on other campuses. Look up these sources, discuss them at meetings with the general membership and new members if applicable, and try to implement a plan that meets the specific needs of your organization. **If you need help, ask for it!** We are happy to assist you as best we can.

## GUIDE TO SERVING ALCOHOL AT EVENTS

*(continued on next page)*

- Always serve food when alcohol is present.
- Refrain from serving salty foods like chips and popcorn.
- Emphasize foods that are high in protein such as meats, cheeses, and pizza. The higher the protein, the more the food functions to reduce the effect of alcohol.
- Enforce the event's rules consistently.
- If a guest is intoxicated, help the person by:
  - ◆ Offering food and water.
  - ◆ Offering a place to rest.
  - ◆ Assuming that it will take one hour to sober up for every drink consumed.
  - ◆ Monitoring breathing if the guest passes out.
  - ◆ Calling for emergency medical aid (911) if needed.
  - ◆ Positioning the sleeping person on his or her side so as to avoid choking on vomit. Make sure the guest is monitored throughout the night.
- If someone becomes overly aggressive or the "fighting drunk"
  - ◆ Try to calm the person.
  - ◆ Speak in low tones.
  - ◆ Attempt to get the person to leave.



## GUIDE TO SERVING ALCOHOL AT EVENTS

(continued from last page)

- Resist the urge to engage in an altercation; remain calm and remove friends and other guests if they are instigating further conflict.
- Know your responsibilities. As the host of an event, you assume the responsibility for the safety of your guests (even after they leave your event, in some cases). There are court cases where even an uninvited person has been found to be the host's responsibility.
- Host only closed parties, they're more fun anyway!
- Focus the decorations on an event theme other than alcohol.
- Appoint event monitors/social committee roles:
  - ◆ Point person (does not always have to be you, but you should always be in control of yourself)
  - ◆ Security
  - ◆ Bartenders
  - ◆ ID checkers at the door
  - ◆ Designated Drivers
- Always provide non-alcoholic alternatives.
- Set starting and ending times.
- Do not permit drinking games.
- Keep an eye out for intoxicated individuals.
- Avoid bottles and other glass objects.
- Do not allow for "bulk distribution" of alcohol; it is much easier to maintain control over the situation if drinks are distributed by the cup/can rather than through kegs, cases of beer, or punch. **FYI, kegs are a violation of all fraternal national guidelines.**
- Always make alcohol an adjunct to an event and **not the** event. If people hear a speech, have food, see a show, or are part of a program or game, it will be much easier to control the situation.
- Develop a "get home safe" plan. It is your responsibility to make sure that guests leaving your event are not in danger. Make preparations with designated drivers, use S.W.A.T., or have your guests call a friend to come get them. **ENFORCE THIS!**
- There should be a ratio of at least one non-alcoholic drink to each participant in the event.

## HOSTING A SUCCESSFUL B.Y.O. EVENT

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Bring-Your-Own-Beverage events can be a fun a cheap alternative if hiring a third party vendor is not an option. They limit the liability of the host organization, but only if organized correctly. Here are a few guidelines to keep in mind:

1. The hosting organization(s) still have a responsibility to take reasonable **precautions against under-age drinking** (e.g. carding at the door with a mark for under-21 or wristbands for over-21, occasional monitoring of the party to enforce no under-age drinking policy, etc.).
2. The hosting organization(s) still have a responsibility to **limit and regulate access to alcohol**, to ensure that no intoxicated people or minors are served or have access. This can be done a number of ways (e.g. collect all alcohol in a central location and to give out tickets for however many drinks are "deposited." One ticket = one drink that can be "withdrawn"). You should have someone who is TABC-certified distributing the drinks; a organization member is ok, but a hired professional would be even better.
3. The number of drinks that each person brings (and the number of tickets he/she receives) should have a **reasonable cap** to ensure that no one is over-served. One 6-pack per person is a reasonable limit.
4. **No hard liquor** should be allowed (e.g. no tickets for shots or mixed drinks – only canned or bottled individual servings).



5. As always, the hosting organization(s) should have a **guest list** to prove that the party is private, i.e. invitation only. This protects you from police intrusion in some instances.
6. As always, the hosting organization(s) have a responsibility to ensure that **no apparently intoxicated people are permitted to drive themselves home**. Sober monitors and designated drivers should assist with enforcing this.
7. Check with your national headquarters about **organization-specific guidelines** when hosting BYO events. Most organizations can provide you with a detailed “checklist” of risks to consider to further limit your liability.
8. **Finally, remember that all other appropriate risk management policies still apply** (i.e. providing food and non-alcoholic alternatives, registering the social event, etc.). If you haven’t ever hosted a BYO event, feel free to contact the Office of Campus Activities and Student Organizations for additional assistance.

## ALCOHOL AND SEXUAL HARASSMENT

Although sexual harassment and assault can happen in any situation, the likelihood is increased significantly if there is alcohol involved in an event. When alcohol is mixed into a situation where young people are away from home, both sexes are present, and event attendees may not know each other or believe that they may not see each other again, the probability of sexual harassment and assault increases greatly. **Remember that your organization may be sued and found liable for sexual harassment or assault that occurs on your watch**, so be careful!

### SEXUAL HARASSMENT (also called Sexual Abuse):

- Is different from sexual assault (which refers to rape or attempted rape).
- **Definition 1:** An unwelcome giving of sexual attention when the person has indicated that he or she does not desire such attention.
- **Definition 2:** “A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, he/she initiates communication...and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene” (*Texas Law Handbook* p.96).
- May be **verbal** or **physical**.
- Is difficult to contain.

Although you may think such things to be trivial or inoffensive, remember that all of the following may be considered **verbal sexual harassment** in a court of law: unwanted whistling, uninvited comments/jokes about a gender trait, sexually aggressive sounds, sexual statements about another person’s private sex life, continual requests or demands for sexual favors, especially if accompanied by overt or covert threats to the person.

**Physical sexual harassment** may be easier to spot. All members, especially those designated as social committee members or event staff, need to monitor the following activities:

- Obscene gestures
- Staring at another person’s private parts
- Inappropriate touching, pinching, or patting
- Moves to coerce sexual relations
- Assault (rape or attempted rape)

***All Risk Management Officers should work to establish a culture of sensitivity and chivalry within their chapter, and this culture should be exhibited at all times, especially at chapter events.***

# GOVERNING POLICIES FOR RISK MANAGEMENT AT TEXAS STATE

## FRATERNAL INFORMATION PROVIDER GROUP, Inc. (F.I.P.G.)

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and apply to all student organizations and all levels of membership.

### ALCOHOL AND DRUGS

- 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 in 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, institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization.
- **THE PURCHASE OR USE OF A BULK QUANTITY OR COMMON SOURCES OF SUCH ALCOHOLIC BEVERAGE, E.G., KEGS, CASES, TRASH CAN PUNCH, ETC. IS PROHIBITED.**
- Open parties, meaning those with unrestricted access by non-members of the fraternity without specific invitation, where alcohol is present, shall be prohibited.
- No Members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21 years old).
- 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 organization, is...surprise, surprise...illegal and strictly prohibited.
- No chapter may co-sponsor an event with a distributor of alcohol, 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.
- No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- All recruitment activities associated with any chapter will be DRY non-alcoholic functions.
- No member shall permit, tolerate, encourage or participate in drinking games.
- No alcohol shall be present at any potential new/associate member/novice program activity or ritual of the chapter.

### HAZING

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Hazing activities are those defined as:

*“Any action taken or situation created, whether on or off fraternity premises, for the purpose of or which is likely to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol and/or drugs; paddling in any form; creation of excessive fatigue, including sleep deprivation; physical and psychological shocks; the deprivation of food and/or water; quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the chapter house; kidnappings of any sort, whether by initiated members or pledges; 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.”*

# FRATERNAL INFORMATION PROVIDER GROUP, Inc. (F.I.P.G.)

## **SEXUAL ABUSE AND HARRASSMENT**

The organization 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 and men, including but not limited to, date rape, gang rape or verbal harassment.

## **FIRE, HEALTH AND SAFETY**

- All organizational houses shall meet all local fire and health codes and standards.
- All organizations should have posted by common phones emergency numbers for fire, police and ambulance and should have evacuation routes from chapter houses, common areas and sleeping rooms posted in said areas and on the back door of each sleeping room.
- All organizations should comply with engineering recommendations as reported by the insurance company.
- The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the house is expressly forbidden.

## **EDUCATION**

Each organization shall annually instruct its students and alumni in the Risk Management Policy of FIPG, Inc. Additionally, all students and alumni/alumnae members and national volunteers and advisors shall annually receive a copy of said Risk Management Policy.

# HAZING

*Hazing shall not be tolerated at any level. Hazing is expressly defined and prohibited in the Texas State Code of Student Conduct, the FIPG Risk Management Policy, all national fraternal policies, State of Texas Law, and the Student Organizations Handbook. It is everyone's responsibility to prevent hazing, including new members or those being hazed. Failure to report hazing that happens to you or that you know about may make you liable for damages that occur during those events. If your organization is still carrying out "traditions" that you think may be considered hazing, please speak with the Office of Campus Activities and Student Organizations. The Office will make every reasonable attempt to work in good faith with willing organizations to help change the culture and avoid probation or permanent suspension.*

# TEXAS STATE STUDENT AFFAIRS LATE NIGHT EVENTS POLICY

*The following policy went into effect this past spring for all events that end after 11pm and are held in a facility that usually closes at or before 11 (the LBJ Student Center is one such facility), regardless of their starting time. Please see the Office of Greek Affairs if you are planning such an event, so that we can help you organize the event in accordance with this policy and possibly assist you in finding funds to help with the costs.*

## **Management for Late Night Events SA/PPS No. 06.02**

### **For the LBJ Student Center Issue No. 1**

**Effective Date: 4/26/06**

#### **01. Policy Statements**

- 01.01 The purpose of this SA/PPS is to establish policies, priorities, regulations, and responsibilities for holding large social events in the evening in the LBJ Student Center.
- 01.02 This policy establishes the guidelines for any late night events

#### **02. Definition**

- 02.01 A late night event is defined as any event, program or activity that continues past 11:00 p.m., regardless of the starting time, where facilities operating hours end at or after 11:00 p.m.

#### **03. Policies and Procedures**

- 03.01 A reservation request for a late night event must be submitted no less than 10 working days prior to the event to ensure that adequate time is given to schedule University Police Department (UPD) offices and facilities event management staff to work the event.
- 03.02 Student Organizations may apply for financial assistance to help defray the cost for security, as provided by UPD. The Student Organizations Council (SOC) Funding Request Form should be submitted according to the SOC guidelines.
- 03.03 Upon submitting the reservation request for the late night event, the sponsoring party must meet with a representative from the facility's management staff and a representative from UPD by 5:00 p.m. of the Monday prior to the event to review guidelines and procedures. If the group is a student organization, the Texas State Staff/Faculty representative must also attend the meeting. In the event that this meeting does not take place, the reservation for the late night event may be cancelled. The sponsoring party's two official onsite contacts should be identified at this meeting and must be approved by the Associate Director of the LBJ Student Center for Facilities and Operations.
- 03.04 The reserving party must confirm its reservation by 5:00 p.m. on the Monday prior to the scheduled event. If the sponsoring party does not confirm the reservation by that time, the event will be cancelled. There will also be a \$25 fee for any event that is cancelled after 5:00 p.m. on the Monday prior to the scheduled event.
- 03.05 For a sponsoring party that is a student organization, two approved official Texas State University senior staff or faculty members are required to attend the function from start to end to serve as a liaison between the sponsoring organization, their guests and UPD and also to oversee the organization's compliance with event guidelines, the facility's policies, Texas State policies and state laws. The Associate Director has discretion in determining the number of staff required based on size, nature, location and past history.
- 03.06 At the beginning of the late night event, the sponsoring party's two official onsite contacts, UPD officers working the event, the staff/faculty member (if applicable) and the facilities events management representative will meet and plan how to work together to manage the late night event.
- 03.07 The number of attendees at an event will not exceed the stated building occupancy of the space, as determined at the pre-event meeting. Once reached, no other persons may enter until an equal number of

persons exit.

- 03.08 There will be a sign posted stating the re-entry policy. The sign should state, "Re-entry is allowed only to those with a wristband from the event."
- 03.09 All events must end so that all attendees are out of the facility no later than 12:00 midnight on Sunday through Thursday and 1:00 a.m. on Friday and Saturday events.
- 03.10 Doors will close no later than one half hour before the scheduled ending time of the event. No person will be allowed to enter after the doors have been closed.

#### **04. Responsibilities of Sponsoring a Party**

- 04.01 The sponsoring organization must have a minimum of three members of the organization's leadership group and two approved, official faculty or staff members present for the duration of the event unless otherwise determined. The organization must designate members to serve as event staff for the duration of the event. These individuals must be clearly identifiable as event staff.
- 04.02 The sponsoring organization is responsible for checking identification of everyone in attendance at the event. Students enrolled at Texas State or another university must show a valid college picture identification to be admitted into the event. Individuals not enrolled at a college or university must show picture identification (i.e. driver's license, military ID) and register on the guest list maintained by the sponsoring organization to be admitted to the event. The sponsoring organization is responsible for admittance of all attendees and the actions of the attendees.
- 04.03 During the event, members of the sponsoring organization will work with UPD to control the doors and ensure that the event is progressing smoothly. At the end of the event, members of the sponsoring organization are expected to assist in moving attendees out of the facility and closing the building.
- 04.04 The primary responsibility for crowd management, dealing with behavioral problems and addressing violations of the facility's, Texas State's and the state's policies rests with the sponsoring party, not UPD. The sponsoring party is responsible for regularly assessing the status of the event and ensuring that all rules and regulations are being followed. If a minor incident occurs, the sponsoring party is responsible for responding first to the situation. UPD will provide auxiliary support as needed.
- 04.05 If disruptive behavior should occur, the sponsoring party and UPD officers will jointly decide how to handle the incident. If an agreement cannot be reached, UPD officers will make the final decision. In some cases, it may be necessary to require guests to leave the party. If any altercation occurs, UPD officers working the event have the final authority to close down the event. In such a case, official representatives of the sponsoring party and student organization officers (if applicable), must immediately turn the lights on, turn off any music and clear the reserved space and the immediate surroundings. The sponsoring party may be held accountable for any damages, fighting or inappropriate behavior caused by guests.
- 04.06 All the event activities will cease no later than ½ hour prior to the scheduled ending time at which point, the sponsoring party will immediately turn on the lights, turn off all music and/or amplified sound, clear the reserved space and surrounding area of all guests, and clean up the facility and the surrounding area as needed.
- 04.07. The sponsoring party will be charged \$25 per staff hour for any cleaning that is required to return the reserved space to its condition prior to the late night event.
- 04.08 Failure to comply with these policies or other on-campus facility policies may result in the suspension of on-campus reservation privileges. The length of time assessed will depend on the circumstances and will be decided on a case-by-case basis by the Associate Director of the LBJ Student Center for Facilities and Operations.

## **05. Responsibilities Of The University Police Department**

- 05.01 A Late night event will require a minimum of two UPD officers for the first two hundred (200) guests and one officer for each additional 100 guests thereafter, up to 600 guests. If over 600 guests are expected to attend, UPD will draw up an event security plan and assess the need for additional support on a case-by-case basis. UPD has discretion in determining the number of officers at the events based on the size, nature, location, and past history of the event.
- 05.02 The University Police Department will provide identifiable hang tags for persons designated as event staff to wear for the entire event.
- 05.03 The University Police Department will provide wrist bands to all attendees admitted to the event.

## **06. Major Responsibilities Associated With This SA/PPS:**

- 06.01 Major responsibilities for routine assignments associated with this SA/PPS include the following:

### **Position Section Date**

Director, UPD Review March E3Y (2006)

Director, Review March E3Y (2006)

LBJ Student Center

## **07. Certification Statement**

This SA-PPS has been approved by the following individuals in their official capacities, and represents Texas State policy and procedure from the date of this document until superseded:

Mr. Andy Rhoades, Director LBJ Student Center; Senior Reviewer of this SA/PPS

Chief Ralph Meyer, Director, UPD, Reviewer of the SA/PPS

Dr. John H. Garrison, Associate Vice President of Student Affairs and Dean of Students

Dr. Joanne H. Smith, Vice President for Student Affairs

## **TEXAS STATE TAILGATING POLICY**

1. Vehicles must park consistent with the land markings
2. The possession and use of alcoholic beverages must be in compliance with all state, county, city, Board of Regents, and university laws, ordinances and rules.
3. Individuals may not serve or provide kegs, party balls, trash can punch, hard liquor or other similar bulk quantities of alcohol.
4. If alcoholic beverages are served, there must be an adequate amount of food and alternative beverages available for guests.
5. **FOOD AND ALTERNATIVE BEVERAGES MUST BE SERVED IN SAME LOCATION AS ALCOHOLIC BEVERAGES.**
6. Alcohol must be served **ONLY** to guests. The individual may not allow unrestricted access to alcoholic beverages.
7. Members and guests of the tailgate party that are drinking alcohol must be of legal drinking age.
8. Individuals will have designated drivers who may not drink alcoholic beverages to monitor the tailgate party throughout its duration. Designated drivers must be available from the beginning of the tailgate until the end of the football game.
9. Tailgate parties may begin three hours prior to kick-off. All tailgate parties must end by kick-off and may not resume at halftime.
10. Two members from each tailgating site are allowed to remain at their site during the game to secure their area. If more than two people are at a site during the game, all parties will be asked to leave.
11. No live bands or P.A. systems are permitted on the premises unless contracted through the Texas State Athletic Department.
12. No advertising vehicles will be allowed unless approved by the Texas State Athletic Department.
13. Participants in post game parties are required to leave the Texas State property within 90 minutes upon completion of the game.
14. All trash and debris must be removed from the tailgate party area by tailgating members.

## ADDITIONAL RISK MANAGEMENT RESOURCES

### **Fraternal Information Provider Group**

[www.fipg.org](http://www.fipg.org)

### **Texas State Office of Greek Affairs**

[www.studentorgs.txstate.edu/greek](http://www.studentorgs.txstate.edu/greek)

### **StopHazing.org**

[www.stophazing.org](http://www.stophazing.org)

(non-profit org with information about state hazing laws and alternatives to hazing)

### **TIPS**

[www.gettips.org](http://www.gettips.org)

Good training resources

### **HRH/Kirklin & Co.**

[http://www.kirklin.com/Educational\\_Resources/](http://www.kirklin.com/Educational_Resources/)

(miscellaneous risk resources for presentations or program ideas)