

Greeks Advocating the Mature Management of Alcohol (G.A.M.M.A.)
Programming Board Application - 2015
Due 11/5 by 5pm
Email application to GAMMA@nau.edu

Available Positions (descriptions on last page of application):

- (2) Event Chairs for National Collegiate Alcohol Awareness Week
- (2) Event Chairs for National Hazing Prevention Week
- (1) Event Chair for Sex Education
- Finance Director
- FSL Outreach
- Campus Outreach

Name: _____ **Email:** _____

Chapter: _____ **Major:** _____

Year in School: _____ **Cumulative GPA:** _____

Are you willing to commit to a one year term of office? (January '15- December '15)
Circle One.

Yes _____ **No** _____
No, why? _____

Position (s) Running For (3 maximum): _____

1. Why are you applying for this position?

2. How are you already involved in your chapter? Greek Life? NAU?

3. What skills or past experiences have you had that will help you with this position?

Please email this application to GAMMA@nau.edu by Wednesday, November 5th, 2014 at 5:00 p.m.

4. What are some goals or aspirations you have for the position (s) you are applying for?

5. What does GAMMA mean to you?

(GAMMA will contact you to set up a 15 minute informal interview on 11/10 from 7-9pm in Mountain View Hall.)

Position Descriptions:

- Program Chair: *This position oversees the operations of the GAMMA programming board, conducts the weekly GAMMA meetings, and provides support and leadership to the programming efforts of GAMMA. Those applying for the Program Chair must have served at least one year on GAMMA in order to be eligible to apply for the position.*
- (2) Event Chairs for National Collegiate Alcohol Awareness Week (NCAAW): *These two chairs will work together in the Spring semester to plan campus programming events for NCAAW in the Fall semester and get Greek Life members involved in volunteering for the events.*
- (2) Event Chairs for National Hazing Prevention Week (NHPW): *These two chairs will work together in the Spring semester to plan campus programming events for NHPW in the Fall semester and get Greek Life members involved in volunteering for the events. They should connect with the Du Bois Center, HLC, and Union during the summer to plan for NHPW.*
- (1) Event Chair for Sex Education: *This chair position will plan during the Fall semester campus programming for Safe Spring Break and Sex Education for the Spring semester and get Greek Life members involved in volunteering for the events.*
- Finance Director: *This position will manage GAMMA's budget as well as solicit donations or submit any STAC proposals to obtain funding for GAMMA's various programming efforts.*
- FSL Outreach: *This position will find ways to market GAMMA's peer education to Greek Life as well as provide education on risk management to the Greek Life population.*
- Campus Outreach: *This position will find ways to market GAMMA's peer education to the campus community as well as provide education on risk management to the campus population. This position will advertise GAMMA's events all around campus (ex. televisions, flyers, tabling, etc.) and work with the Greek Life Outreach position to get the NAU campus involved and aware GAMMA and their purpose. Be able to commit to weekly meetings and make time to prepare advertisements.*

If you have any questions regarding the application, position descriptions, or interview process, please contact:

Brittany Johnson at Brittany.johnson@nau.edu

Please email this application to GAMMA@nau.edu by Wednesday, November 5th, 2014 at 5:00 p.m.

Greeks Advocating the Mature Management of Alcohol (G.A.M.M.A.) Interview Questions

Name: _____

Positions applying for: _____

1. Why do you want a position on GAMMA's Programming Board?

2. Do you have any previous leadership experience that has prepared you for the programming board position?

a. Give me an example of a time when you've shown leadership? How did you lead others in that situation?

3. What are you already involved with in your chapter? Greek Life? NAU?

4. Tell us about a time when you were a role model or mentor.

5. What skills or qualities will you bring to the programming board?

6. Is there anything else that you want us to know about you that we didn't ask or that you would like us to know?

NORTHERN ARIZONA UNIVERSITY

GREEKS ADVOCATING MATURE MANAGEMENT OF ALCOHOL
BY-LAWS



Revised: July 2014

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ARTICLE I-Name and Purpose

Section 1. Name

The name of the organization shall be called Northern Arizona University's chapter of Greeks Advocating Mature Management of Alcohol or the NAU chapter of GAMMA.

Section 2. Purpose

- A. To provide continuous education regarding Greek social functions.
- B. To aid planning of Greek social functions.
- C. To regulate Greek events where alcohol is involved.
- D. To increase awareness and allow the Greek system to take responsibility for its own actions.
- E. To plan events that educates the NAU community on risk management and risk reduction
- F. To create a bond between NAU Greek Life and the NAU community

ARTICLE II-Membership

Section 1. Members

A. GAMMA Executive Council shall consist of the following thirteen positions:

- 1. GAMMA Program Coordinator
- 2. (2) Event Chairs for National Collegiate Alcohol Awareness Week (NCAAW)
- 3. (2) Event Chairs for National Hazing Prevention Week (NHPW)
- 4. (1) Event Chair for Sex Education
- 5. Finance Director
- 6. Greek Life Outreach
- 7. Campus Outreach

B. GAMMA members shall consist of the most qualified fraternity and sorority members.

C. Registered undergraduates of Northern Arizona University.

D. Members of a fraternity or sorority recognized by the Interfraternity, Panhellenic, and United Greek Councils.

E. In good standing with their fraternity or sorority and have achieved active status.

F. Have at least one year left until graduation.

G. Have a minimum cumulative GPA of 2.25 (exceptions can be made based on discretion of the GAMMA Program Coordinator and Advisor).

H. Must not hold the office of president for their respective chapter.

2A. The GAMMA Program Coordinator must be on the GAMMA Programming Board for at least one year prior to serving this position.

B. All other GAMMA positions are open to any member of Greek Life that fits the aforementioned criteria.

Section 3. Term of Office

A. A member's term shall be for a minimum of one calendar year (January – December), barring the appointment of chapter president any semester during their term.

C. Each GAMMA member shall be evaluated throughout his/her term by the GAMMA Program Coordinator.

D. Members may remain on GAMMA providing they have a satisfactory evaluation and they re-apply.

Section 4. Advisors and Liaisons

A. The advisors of GAMMA is a Greek Life professional staff member.

Section 5. Member Selection

A. Membership into GAMMA shall be determined by the Advisor and current Program Coordinator

B. Prospective members must go through a formal application process where they will fill out an application and have at least one in-person casual interview (see Appendix A)

ARTICLE IV-GAMMA Structure

Section 1. Meeting Time and Place

A. Meetings will be held once a week on the day and time approved by members at the beginning of each term.

B. The meeting time will be created based on empty spots in each member's and Advisor's schedule and determined by the GAMMA Program Coordinator

C. Member excuses must be submitted to the GAMMA Program Coordinator and/or advisors 24 hours prior to missed meeting to qualify for an excused absence. GAMMA will hold formal meetings once a week.

D. Emergency/informal meetings can be called by either the Program Coordinator and/or Advisor(s). Emergency meetings must be called at least twenty-four (24) hours in advance.

Section 2. Attendance

A. GAMMA Programming Board members are expected to arrive on time and prepared for each meeting.

B. Members can be removed from the GAMMA Programming Board if they do not attend meetings without approval three weeks in a row.

Section 3. Voting

A. Each member shall be entitled to one vote.

B. The advisors may give their opinions during the proceedings, but will not be counted in voting.

C. The quorum of GAMMA is two thirds (2/3) or the total number of voting members on the committee.

D. All GAMMA business, votings, and dealings shall be held in confidentiality by all GAMMA members.

E. Concerning objectivity: when the chapter to which a GAMMA representative belongs is being discussed or voted on, the GAMMA representative has the option to abstain from the discussion or vote. The GAMMA committee also has the option to excuse the member from the discussion or vote by a vote of the rest of the committee.

Section 4. GAMMA Structure

A. GAMMA Executive Council will consist of thirteen positions:

1. GAMMA Program Coordinator: This position leads the meetings, oversees all members tasks to make sure they are on schedule with planning events, delegate tasks and pick up responsibilities of any positions where needed, evaluate members throughout the term, check email regularly, ensure relationships with other organizations remain positive and continuous, remain active within the group as a student advisor after the term ends to ensure a smooth transition between all positions, and be in constant communication with advisors.
2. (2) Event Chairs for National Collegiate Alcohol Awareness Week (NCAAW): These two chairs will work together in the Spring semester to plan campus programming events for NCAAW in the Fall semester and get Greek Life members involved in volunteering for the events.
3. (2) Event Chairs for National Hazing Prevention Week (NHPW): These two chairs will work together in the Spring semester to plan campus programming events for NHPW in the Fall semester and get Greek Life members involved in volunteering for the events. They should connect with the Du Bois Center, HLC, and Union during the summer to plan for NHPW.
4. (1) Event Chair for Sex Education: This chair position will plan during the Fall semester campus programming for Safe Spring Break and Sex Education for the Spring semester and get Greek Life members involved in volunteering for the events.

GAMMA BYLAWS CALENDAR YEAR 2014

5. Finance Director: This position will manage GAMMA's budget as well as solicit donations or submit any STAC proposals to obtain funding for GAMMA's various programming efforts.
6. Greek Life Outreach: This position will find ways to market GAMMA's peer education to Greek Life as well as provide education on risk management to the Greek Life population.
7. Campus Outreach: This position will find ways to market GAMMA's peer education to the campus community as well as provide education on risk management to the campus population. This position will advertise GAMMA's events all around campus (ex. televisions, flyers, tabling, etc.) and work with the Greek Life Outreach position to get the NAU campus involved and aware GAMMA and their purpose. Be able to commit to weekly meetings and make time to prepare advertisements.

ARTICLE III- Event Registration

Section 1. Event Registration

A. Event registration forms shall be submitted online through the FSL website by noon on Friday, two weeks prior to the event. Once the event registration has been received, GAMMA will contact the event planner with any questions, concern, and notify of approval. Additionally, once the event registration form has been submitted, email GAMMA any transportation or venue contracts.

B. The event must be announced 2 weeks prior to the week of the function.

C. Event registration forms shall consist of the following:

1. Names of all chapters participating.
2. The location of the event (including address and phone number).
3. All participating chapters' presidents' and social chairpersons' signatures.
4. Parties should be only operated by a Third Party (Cash Bar). No BYOB.
5. Listing of alternative beverages and food which will be provided.
6. Theme (if any).
7. Names of all non-drinking monitors and/or names of any private or chapter security agents being used.
8. A guest list must be submitted with regular party registration. A final updated list may be turned into the GAMMA no later than twenty-four (24) hours prior to the event.
9. Any additional information which is requested by GAMMA on the event registration form.

D. An event that has a Greek organization's name attached to the title must be registered through GAMMA (i.e. bid parties, formals, socials, etc.).

E. The Social/Risk Reduction/Management chair must fill out the Event Registration Form (see Appendix B).

Section 3. Event Conduct

A. If the Social/Risk Reduction/Management chair does not fulfill its GAMMA responsibilities for event registration, and GAMMA hears about it, the consequences for the offense will follow (within the year). Additionally, GAMMA will contact the venue and transportation provider after the event, and will hold the chapter(s) accountable for any misconduct.

1st Offense: Alcohol/Risk Reduction programming for corresponding CPC/IFC/UGC meeting. Failure to complete the educational program will result in the loss of social privileges and no parties will be approved for the following six weeks.

2nd Offense: The chapter loses event registration privileges the following six weeks
of school

(excluding breaks, three-day weekends, finals week, and reading week)

3rd Offense: Chapter will be reported to the individual council's judicial boards for further consequences

B. Chapters who have events that 2 consecutive events with no misconduct or violations will be recognized by GAMMA and receive one of the following options:

1. The chapter will be given \$100 to put towards their next event's transportation costs.
2. The chapter will be given \$100 to put towards their next event's food costs.
3. The chapter will be given \$100 to put towards their next event's food costs.

Section 4. Appeals

- A. Chapters who lose their social privileges and are not in good standing with GAMMA may appeal their sanctioning period for an alternative sanction if they have already registered an event that conflicts with their probationary period.
- B. This appeal must be submitted to their individual judicial board at a CPC/IFC/UGC meeting during the probationary period.

Section 5. Denial

- A. GAMMA has the authority to deny any event whose chapter sponsors have not fulfilled the requirements set forth by GAMMA, their national policy, and/or the University.
- B. GAMMA will not approve any event registration forms which include a chapter on social/GAMMA probation.
- C. GAMMA shall not approve any events, which would take place during CPC/IFC/UGC recruitment unless the event consists of that chapter's members only.

Section 6. Appeal

- A. If event registration has been denied by GAMMA, and the chapter wishes to appeal the decision, representatives of the chapter may meet with the GAMMA Programming Coordinator, their council's Vice President of Judicial, Assistant Director of FSL, and the Coordinator of FSL prior to the event.
- B. Appeals will not be heard if an event was denied because of a late event registration form.

Section 7. GAMMA-registered event

- A. GAMMA has jurisdiction over all Greek social functions.
- B. Social functions include, but are not limited to, the following:
- Any fraternity/sorority exchange and any theme party sponsored by a Fraternity or sorority.
 - Whether the event takes place on or off campus, it still must be registered with GAMMA.
 - A spontaneous gathering of only the members of one chapter must still follow GAMMA and national policies.
 - Philanthropy and service events that occur outside of Mountain View Hall.

Section 8. "Open" parties

- A. All open campus events are strictly prohibited.
- B. Open campus events are defined as any social events where alcohol is served and which are open to non-members of the organization who have not received a personal invitation from a member of one of the sponsoring organizations and are not on the approved guest list.

Section 9. Event Approval Times

- A. All chapter sponsored parties and events where alcohol is served shall not take place after the weekend before scheduled final exams start.
- B. One event per day, (24-hour time period) with alcohol is permitted between Friday at 4:00pm and Sunday at 5:00pm. All events must end by 2:00am.
- C.. No alcoholic events shall occur Sunday through Wednesday, unless given special approval, as defined below.
- Special/holiday events shall be permitted with the current GAMMA, Administrative, and individual chapter policies.
 - Holiday events are defined to be any national or school holiday.
 - Special events are those recognized by the school in extraordinary situations.
- D. Due to the possibility of unforeseen events whether SPECIAL or HOLIDAY, it shall be set forth that with GAMMA has the authority to decide whether the event is inclusive in these regulations.

ARTICLE VI-Event Requirements

Section 1. Identification

- A. Attainment of proof of legal drinking age and the identification of those over and under the legal drinking age is required and is the sole responsibility of the sponsoring chapter(s).
- B. The acceptable methods of identifying individuals of legal drinking age are the use of wristbands provided by the venue.

Section 2. National Policies

- A. A chapter may not violate its respective national policy even in the event that a certain policy is allowed under GAMMA or University guidelines and regulations. When a chapter permitted to use kegs co-sponsors a function with a fraternity/sorority which is not permitted, the stricter policy of not allowing kegs will be followed.

Section 3. Alcohol

- A. Equivalents of one keg of beer shall be defined as three beers per person or 20 liters of wine (15 gallons or six bottles at 1.75 liters a piece), or nine cases of beer.
- B. The number of kegs (or its equivalent as defined above) that will be allowed at a party is one keg per 40 people of legal drinking age.

Section 4. Sober Monitors

- A. There will be four marked non-drinking monitors per each sponsoring chapter present per 100 people at social event.
- B. One monitor will be a member of the respective chapter's executive council and should be identifiable to GAMMA party checkers.
- C. For any BYOB events, there will be one monitor for every 10-15 attendees.

Section 5. Non-alcohol Beverages

- A. Sufficient quantities of non-alcoholic beverages (other than water) must be present for the duration of the event.
- B. Drinks shall be in the form of closed containers in the ration of one case per 30 people or free, unlimited nonalcoholic beverages dispensed by the establishment from the fountain dispenser.

Section 6. Food

- A. Sufficient amounts of food (preferably of a non-salted variety) shall also be available during the function. These must be accessible to guests during the function.
- B. The sponsoring chapter(s) must provide enough food to last the duration of the event. This is the chapter's responsibility to figure out what the amount needs to be.

Section 7. Guest List

- A. The definition of a guest is any person not belonging to one of the sponsoring chapter's membership.
- B. Any guests in attendance at a function must have received a personal invitation from a member of the sponsoring chapter to be on the function's guest list.
- C. A guest list, if the function is going to admit guests, must be submitted to the responsible party (security company or chapter provided agents) admitting patrons to the function.
- D. The Social/Risk Reduction/Management chair will be required to turn in a member roster of their entire organization and approximate guest list to GAMMA.
- E. If changes occur with the membership rosters the Social/Risk Reduction/Management chair will have two weeks to resubmit an updated organizational roster.
- F. If an organization is inviting unaffiliated guests of NAU their names are required to be included on the GAMMA Event Registration Form that is due to be emailed 48 hours prior to the event.

Section 8. Enclosure

- A. All parties must take place within an enclosed area, e.g., walls of a house or a fence.

Section 9. Passing of Alcohol Beverages

A. The passing of alcoholic beverages from a person of legal drinking age to a person not of legal drinking age is prohibited.

Section 10. Sponsoring Chapter(s)

A. The chapter(s) sponsoring an event are responsible for the actions of the event's guests.

Section 11. BYOB

ALL CHAPTERS MUST FOLLOW THEIR RESPECTIVE POLICIES (FIPG OR SIMILAR) FIRST AND THEN GAMMA POLICIES. (See Appendix C and D)

1. BYOB pertains to only to tailgating and should be in correspondence with the rules and regulations set forth by the NAU Student Life Office.
2. Chapters participating in the alcohol policy known as FIPG or similar policy will be referred to as BYOB, and may not use chapter funds to purchase alcoholic beverages.
3. Members of BYOB chapters may not pool their monies in slush funds to purchase alcohol.
4. BYOB chapters are required to follow either the BYOB policy or the Catering Company policy.
5. When using third party vendors, wristbands for 21+ are required.
6. Attainment of proof of legal drinking age shall be the sole responsibility of the sponsoring chapter(s) in accordance with Arizona State Law.
7. All fraternities and sororities shall use the third party vendor approved wristbands as their only means of identifying those of legal drinking age.
8. All those in attendance at social functions who desire to consume alcoholic beverages shall be "carded" and identified as having attained legal drinking age under Arizona State Law. All those of legal drinking age who desire to possess or consume alcohol must be identified in the manner approved by GAMMA.

Section 12. Service Area

- A. One centralized location for the distribution of all food and beverages is suggested.
- B. No other location (including members' rooms) may be used for distribution purposes.
- C. No bar worker will serve an intoxicated person, even if that person has alcohol remaining.
- D. An individual must return an empty can in exchange for a full one. After the member or guest has received an initial can of beer, another cannot be requested until the individual returns the can empty. This way, the sponsoring chapter(s) can help ensure that individuals are drinking only their own alcohol. Returning cans will also assist the group with post event clean up and recycling efforts.
- E. According to Arizona State Law, any area serving alcohol must be enclosed and separate from the event.
- F. Only those persons nineteen (19) years of age or older shall be permitted to check identification, or work the bar, according to Arizona State Law.
- G. The sponsoring organization(s) shall have the right to refuse service to anyone.

Section 13. Security

- A. All alcohol-related events in Flagstaff, Arizona, must have licensed security agents.
- B. Security for events shall be provided in the ratio of two officers per 200 people with a security agent required for each additional 100 people.
- C. The sponsoring chapter(s) must provide for enough security to cover the estimated attendance recorded on the GAMMA form.
- D. The main entrances/exits for the event must have non-drinking members monitoring on a rotational basis; these doors should not permit entrance from the outside, but must be usable for exit (i.e. fire door).
- E. The sponsoring chapter(s) still with holds the right to refuse entrance to any individual (with the exception of those individuals granted access under Arizona State Law, i.e. police officers within the line of duty, etc.)

Section 14. Neighborhood Policy

- A. Sponsoring organizations shall notify the surrounding neighborhood a minimum of five days in advance of every registered social event and they shall provide said neighbors with names and telephone numbers of responsible parties for the event.
- B. The surrounding neighborhood shall be cleaned of litter and debris no later than 10:00am in the morning following an event.

Section 15. Transportation

- A. Sponsoring chapters must provide designated driver transportation to and from the event for guest. (Shuttles, taxi, or bus)
- B. Sponsoring chapters must provide GAMMA with transportation contracts prior to the event.

Section 16. Catering

- A. Caterer must have a minimum million dollar class A insurance policy.
- B. Caterer must have an Arizona state liquor license.
- C. Caterer is responsible for age verification of all participants of the party.
- D. Caterer must operate a cash bar for alcohol consumption.
- E. Caterer may have a full service bar.
- F. Caterer is responsible for dispensing/serving all alcohol.

ARTICLE VII-Violations

Any violations of GAMMA, NAU or state rules and regulations will be discussed by the GAMMA Programming Board. The severity and frequency of the violation shall be taken into consideration. If the GAMMA Programming Board deems necessary, the chapter shall be referred to the violating chapter's Judicial Review Board with possible recommendation of disciplinary actions.

ARTICLE VIII-Amendments

Section 1.

- A. Any amendments to this constitution must be approved by a 70% vote of GAMMA members in assembled quorum.

Section 2.

- A. The proposed amendment must then be announced by the Panhellenic, Interfraternity, and United Greek Councils.

ARTICLE IX- Ratification

These By-Laws shall become effective immediately after passage under current GAMMA guidelines in Article VIII.

Appendices

Appendix A – GAMMA Application

Greeks Advocating the Mature Management of Alcohol (G.A.M.M.A.) Programming Board Application – 2014-2015

Available Positions (descriptions on last page of application):

*(2) Event Chairs for National Collegiate
Alcohol Awareness Week
(2) Event Chairs for National Hazing
Prevention Week*

*(1) Event Chair for Sex Education
Finance Director
Greek Life Outreach
Campus Outreach*

Name: _____ Email: _____

Chapter: _____ Major: _____

Year in School: _____ Cumulative GPA: _____

Are you willing to commit to a one year term of office? (January '15-
December '15) Circle One.

Yes

No

No, why? _____

Position (s) Running For (3 maximum): _____

To be an eligible candidate you must be sign up for an interview on Monday,
December 3rd when you turn in your application. Interviews will be held in
the Mountain View RHD Office.

1. Why are you applying for this position?

2. How are you already involved in your chapter? Greek Life? NAU?

3. What skills or past experiences have you had that will help you with this position?

4. What are some goals or aspirations you have for the position (s) you are applying for?

5. What does GAMMA mean to you?

Position Descriptions:

1. **Program Chair:** *This position oversees the operations of the GAMMA programming board, conducts the weekly GAMMA meetings, and provides support and leadership to the programming efforts of GAMMA. Those applying for the Program Chair must have served at least one year on GAMMA in order to be eligible to apply for the position.*
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5. **Finance Director:** *This position will manage GAMMA's budget as well as solicit donations or submit any STAC proposals to obtain funding for GAMMA's various programming efforts.*
6. **Greek Life Outreach:** *This position will find ways to market GAMMA's peer education to Greek Life as well as provide education on risk management to the Greek Life population.*
7. **Campus Outreach:** *This position will find ways to market GAMMA's peer education to the campus community as well as provide education on risk management to the campus population. This position will advertise GAMMA's events all around campus (ex. televisions, flyers, tabling, etc.) and work with the Greek Life Outreach position to get the NAU campus*

involved and aware GAMMA and their purpose. Be able to commit to weekly meetings and make time to prepare advertisements.

If you have any questions regarding the application, position descriptions, or interview process, please contact:

[GAMMA Program Coordinator/Advisor name and email]

Appendix B – GAMMA Event Registration Process

Step 1: Fill out event registration [form](#) online through the FSL website

Step 2: Email GAMMA@nau.edu any contracts/agreements with any venue/vendors

Step 3: Confirmation of event approval will be emailed from GAMMA

Step 4: If event is a closed event and not open to the campus, public, or all of FSL, submit a guest list to GAMMA@nau.edu

Step 5: Have a great event!

Step 6: GAMMA will contact your venue/vendors the following business day after your event to see how the event went. The sponsoring chapter will be held responsible for any misconduct/issues.

Information that you will need to gather prior to submitting your event registration online:

- Function Name: The function must have an appropriate and non-offensive title and theme.
- Date: Registration Forms must be turned in 2 WEEKS PRIOR to the WEEK OF your event. This is non-negotiable.
- Sponsoring Chapters: No more than three chapters can co-host a function, and no more than two same sex chapters can co-host a function. The President and Social Chairperson of each chapter must sign the completed form before it is considered valid.
- Non-drinking monitors: Must include three from each sponsoring chapter, and one executive member from each sponsoring chapter.
- Food: There must be food and non-alcoholic (free) beverages provided at any event with alcohol available.
- Alcohol Vendor: Only third-party vendors with a distinguishable over-21 section may provide alcohol at a sponsored function.
- Estimated attendance: Who will be attending?
- Company responsible for security: An outside company must provide visible security.
- Transportation: Your chapter is responsible for and required to provide shuttles to and from the event.
- Additional information/comments: Provide any additional pertinent information.

Event Registration Timeline:

Important: Event may not be approved, if timeline is not followed.

- 2 weeks prior to the event submit event registration – by noon on the Friday 2 weeks preceding the event
- 1-2 weeks prior to the event receive event registration confirmation
- 1-2 days prior to event submit a guest list to GAMMA (if event is a closed/invite only event)

Appendix C – FIPG Risk Management Policy

FIPG RISK MANAGEMENT POLICY

January, 2013

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

ALCOHOL AND DRUGS

1. 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 at 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 and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with 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 chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including

the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:


"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; 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."

SEXUAL ABUSE AND HARASSMENT

The fraternity 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, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

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4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
 5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Appendix D – NIC Hosting a BYOB Guide

BYOB:

HOSTING SAFE SOCIAL EVENTS

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USING THIS GUIDE

This guide has been designed to assist chapters in planning and implementing safe Bring Your Own Beverage (BYOB) social events. When using this guide to better understand the strategies for holding a successful BYOB event, please remember that your event should follow all applicable guidelines and policies for social events and the use of alcohol. This includes any and all guidelines policies and rules from your Interfraternity Council, campus, and inter/national fraternity. The most specific / stringent guidelines are to be followed at all times.

This guide is not a policy manual, but rather a resource to be used in understanding risk as well as planning safe and functional events that follow generally accepted BYOB guidelines. For specific questions beyond this guide, you should contact your inter/national fraternity as well as your campus fraternity advisor.

The North-American Interfraternity Conference (NIC) is a member of the Fraternity Information and Programming Group (FIPG). The suggestions and framework of this manual are consistent with the Risk Management Policy of FIPG, which is the policy that has been adopted by many inter/national fraternities and sororities as well as individual host institutions. The NIC appreciates the support of FIPG in the publication of this resource. For specific policy information or to obtain a copy of the FIPG Manual, please refer to www.fipg.org.

GAUGING your risk

Fraternity and sorority parties and events can be risky business. Chapters and members often assume that nothing can be done to reduce our risk and limit our liability. This is incorrect. While it is impossible to completely eliminate your risk and potential exposure to liability as a chapter, there are measures that you can take to greatly reduce your risk.

Low risk: Substance-free events, third party vendor events, BYOB events

High risk: Pseudo BYOB events without guidelines and regulations

Very High risk: Contributing chapter funds for alcohol-related events, drinking games and/or forced consumption of alcohol, open parties with alcohol, charging at the door for alcohol-related events, bid day / “big” events with alcohol

Risk is a part of life; every day, and in every walk of life. However, there are a great number of measures you can take to reduce your risk. Just like choosing to look both ways before walking across a street significantly reduces your risk of getting hit by a bus; choosing the appropriate way to manage your upcoming social event reduces the level of risk assumed by your chapter. Substance-free events, events with a caterer or third party vendor, or BYOB events (as they are defined in this guide), expose your organization to minimal risk.

In assessing the level of risk for an event, it is useful to ask yourself two questions:

- Was it foreseeable or predictable that under the circumstances someone may be injured?
- Did we do all that a reasonable person would deem appropriate to avoid accidents (or afterwards – did we do everything that reasonable people would have done to avoid this accident)?

More often than not, when fraternities and sororities sponsor or participate in, co-sponsor or attend events with underage drinking, and events with multiple sponsors, the answers to these two questions are incriminating.

Why BYOB?

If you are going to host an event, there are three main methods that can be used to reduce risk. They are substance free events, third party vendor / catered events or BYOB events. Any accidents that occur at a substance free event are covered by your general liability policy in most cases. Events held at a third party vendor are suggested as reduced risk events because they partially transfer liability and risk away from your organization and to the vendor.

In the case of BYOB events, liability is partially transferred from the organization to the guest if appropriate guidelines are followed. This reduces your risk as an organization and as an officer.

If the chapter does not provide, sell, or distribute alcohol; then the individuals bringing and consuming their own alcohol assume a great deal of the risk for their choices. In addition to policy violations that may involve probation or significant intervention by the host institution and/or the national organization, an event at which a chapter or individuals provide alcohol to members or guests places the organization and anyone involved with the organization at very high risk.

If BYOB events represent a change for your chapter or community, this change may be met with resistance. It is the responsibility of those who understand the concept to educate those who do not. The following questions are typical of those you may receive and are designed to assist you in responding to the most common questions related to the management of BYOB events.

BYOB FAQs

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| BYOB is way too complicated. | Not really. In fact, once you understand the concept, BYOB events are easier to administer. This booklet explains and outlines proper BYOB events in clear and simple terms. |
| Other chapters will cheat. | Maybe so. But you should be more interested in the safety of your brothers and sisters and the continued existence of your chapter. Your governing bodies will have enforcement mechanisms in place to deal with policy violations. Don't let your distrust of other chapters dictate your policy. |
| It will be more expensive. | Actually it will be less expensive for you personally. Although cans are more expensive, each individual of legal drinking age will be buying for himself or herself. So, you pay only for the amount you choose to drink... with BYOB, you do not pay for those who consume way more than their fair share. |
| BYOB will affect our recruitment. | Prove it. It is already a standard of every NIC member organization that alcohol should not be present for any recruitment or new member activity. Greeks are already tarnished by negative stereotypes related to alcohol, and there is no place for alcohol to be part of any values based recruitment process. |
| It is more convenient for the men to buy the alcohol. | More convenient for whom? Members of all chapters sponsoring or participating in an event need to share the social responsibility. If someone chooses to drink, and can legally buy alcohol, it should be up to that person to do so. Convenience quickly gives way to liability if someone is injured or dies and it can be shown that the chapter or individuals provided alcohol, especially to those under the legal drinking age. |
| Brothers will stock up hard liquor in their rooms. | Yes, some members may, as some already do. The chapter should follow existing guidelines for the presence of hard alcohol and room parties during social events. If there are no appropriate guidelines in place, the chapter should establish guidelines. If members break the rules, the chapter standards board should become involved. Someone can always break a rule, but do not let that stop you from implementing a BYOB policy. |
| Why do we need invitations and an invitation guest list? | Why would you want to have an event with people you do not know? A sure way to ruin an event is to have the wrong people attend. You all know who the wrong people are. Those who destroy your property and exhibit other forms of inappropriate or aggressive behavior. No one likes the destruction of the chapter house that can result from poorly managed social events. Avoid this by only inviting the right people that respect your organization and chapter house and by only admitting those that have an invitation. |

A BYOB Checklist

The BYOB guidelines provided throughout this resource guide are suggestions for safe and practical implementation. Individual chapters must still follow their inter/national as well as institutional policies, if said policies are more specific and / or more stringent. If questions arise, this checklist does not supersede any local, city, state, university, general fraternity / sorority or national laws, statutes and policies, or common sense. These guidelines are designed to help you implement a BYOB event.

Theme

- All event themes should use common sense and be appropriate.
- Event themes should not be disrespectful or degrading to any person or population.
- The use of inappropriate event themes has significantly affected the perceptions and stereotypes of fraternity life in recent years.

Entrance

- One well lit entrance, controlled and monitored by security or older members. The preferred

method is security that is contracted, licensed, and bonded.

- Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- IDs are checked by older, initiated members, not new members.
- Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests). A picture ID with a birth date should be required.
- A guest's name is checked once they have entered the event.
- Several exits must be available due to fire codes and laws; however, exits can not be used as entrances.

Invitation Guest Lists

- Invitation guest lists with specific names and birthdays of all members and invited guests should be generated for each function.
- The student or Greek directory is not an acceptable guest list. Invitations should be issued to the guest(s) that a member wishes to invite to the event.
- Invitation guest lists should be made 24 hours prior to the event. After this time, no substitutions or add-ons are permitted. A ratio of two – three guests per member is suggested.

Wristbands

- Members and guests who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband (carnival / amusement park type is recommended).
- The individuals name is checked off the invitation guest list and the type of alcohol brought is written by his/her name.
- Members and guests who are not of legal drinking age or do not bring alcohol do not receive a wristband, but do receive a chapter specific hand stamp after checking in.
- Members and guests without a wristband should not be consuming alcohol.

Punch Cards

- For each and every event, punch cards should be created that are event specific.
- Punch cards should be about credit card size with the following information: name, birthday, type of alcohol / amount brought, date of event, location to punch up to six holes for consume alcohol.
- Punch cards, unlike tickets are easy to handle and are a more effective means for proper distribution.
- Punch cards are to be collected at the exits when guests leave the event.

Types and amounts of alcohol

- The following stipulations apply per person for a typical four to five hour function:
Maximum of six (6), twelve (12) ounce cans / plastic bottles of beer / wine coolers / malt beverages.
- No glass bottles.
- No cases, twelve-packs, or other alcohol containers larger than six 12 oz beers or wine coolers
- No squeeze bottles, water bottles, beer bongs, party balls, pitchers, tumblers, or other containers.
- No kegs or hard alcohol.
- No alcohol for common use in member's rooms.
- No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.

Food and non-alcoholic beverages

- The chapter should provide an amount of non-alcoholic beverages at least equal to the total number of people in attendance at the event.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods. The chapters should avoid salty foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Food and non-alcoholic beverages should be contained within one centralized location.
- Non-alcoholic beverages should be served from closed containers.

- During the last 45 minutes of an event, alcohol service should stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin winding down.

Chapter Monitors and Security

- Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved.
- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 10-15 attendees is advised.
- If the event is co-sponsored between a fraternity and sorority, both male and female monitors must be used to ensure the safety of all guests and that all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center. New members should not be serving as monitors.
- Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees
- Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.

Service Distribution Center

- One centralized location should be established for the distribution of all alcoholic beverages.
- No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice.
- Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given away to others once it leaves the service center).
- The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining.
- Only one alcoholic beverage may be acquired at a time.
- Left-over alcohol can be picked up the following day. Otherwise, it is to be discarded.