

# **Massachusetts Institute of Technology Interfraternity Council Policy for Risk Management (Revised 10-15-08)**

## **I. Preamble**

The purpose of this policy is to create a set of guidelines that assist fraternities in reducing the risk for potential harm to its members, affiliates, guests, and the public. The conduct of fraternity members needs to represent an awareness of the purpose of this policy. It is essential that we monitor the behavior of those within our community, holding individuals and organizations accountable for their actions.

In addition to the policies set forth in this document, all fraternities must follow the policies of MIT, Fraternal Information and Programming Group (FIPG), and the respective Inter/National organizations of its members and all applicable local, state, and federal laws, statutes, and regulations. Should any of these laws, statutes or regulations be in conflict with this policy the conflicting section of this document shall be considered void and the law shall take precedence.

## **II. Alcohol**

- A. The possession, sale, use, or consumption of alcoholic beverages, while on chapter premises or during a fraternity event any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable MIT, local, state, and federal laws, statutes, and regulations, and must comply with either BYOB or Third Party Vendor Guidelines.
- B. No alcoholic beverages may be purchased through chapter funds.
- C. The purchase or use of a bulk quantity of common sources of alcoholic beverages, such as kegs, mini-kegs, or cases, is prohibited.
- D. No members shall purchase for, serve to, or sell alcoholic beverages to a minor.
- E. All rush activities associated with any chapter must be dry.
- F. No alcohol shall be present at any pledge activity or ritual of the chapter.
- G. Fraternities shall not have a tap system or kegs present in their house at any time.
- H. When hosting events with alcohol, all fraternities must follow the guidelines for hosting events.

## **III. Illegal Drugs or Controlled Substances**

- A. While on chapter premises, during a fraternity event, or at any event that an observer would associate with the fraternity, the possession, sale, use, distribution, or manufacturing of any illegal drugs or controlled substances is strictly prohibited.

## **IV. Hazing**

- A. No chapter, colony, student, or alumnus shall conduct nor condone hazing activities.
- B. Massachusetts State Law defines hazing as: "any conduct or method of initiation into any student organization, whether public or private, which willfully or recklessly endangers the physical or mental health of any student or other person." Such conduct includes (but is not limited to) beating; kidnapping; branding; or the forced consumption of any food, liquor, beverage, drug, or other substance.

## **V. Sexual Abuse and Harassment**

- A. Fraternities shall 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 that are demeaning to women or men. Fraternities shall comply with and support the Institute policies on Harassment and Sexual Misconduct.

## **VI. Fire, Health, and Safety**

- A. All fraternities must be inspected and licensed by the appropriate city agencies.
- B. All fraternities must comply with all health and safety codes.
- C. All fraternities should comply with engineering recommendations as reported by the insurance company.
- D. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are forbidden.

## **VII. Roles of IFC and Chapter Risk Managers**

- A. The IFC Risk Manager shall oversee the implementation of this policy and will work with member organizations towards compliance with this policy and towards initiatives to further reduce risk.
- B. The Member Organization Risk Manager shall work with the IFC Risk Manager to maintain a written risk management policy and a written emergency response plan. He or she will also ensure that the organization complies with this policy.

## **VIII. Event Registration**

- A. All events must be registered with the IFC by 5pm on the Thursday before the event is scheduled to take place. Events on Thursday must be registered by 5pm on Wednesday (the day before the event is scheduled).
  - 1. For purposes of this policy an event with alcohol will be defined as any gathering sponsored by the chapter (on or off chapter property) where the number of guests is greater than 10 AND the ratio of brothers in attendance to guests in attendance is below 2:1
  - 2. For purposes of this policy an event without alcohol will be defined as any gathering sponsored by the chapter (on or off chapter property) where the number of guests is greater than 10 AND ratio of brothers in attendance to guests in attendance is below 1:1
- B. Event registration information is shared with the FSILG office.
- C. The fraternity must be qualified by the IFC to host events with alcohol.
- D. Event registration information is also shared with two Risk Management Consultants.

## **IX. Risk Management Consultants (RMCs)**

- A. RMCs will visit each event at least once over the course of the event.
- B. They will inform the chapter of violations of IFC policies and procedures, as well as any pertinent laws and statutes not contained in IFC documentation. After being informed it is expected that the chapter will take corrective action.
- C. After the event the RMC will inform the IFC Risk Manager of violations of IFC policies and procedures and whether or not after being informed the chapter took action to correct such violations. In addition, the report shall include a personal commentary on the event. This shall include a description of any situation that while not in direct violation of policies or statutes presented a risk to the well being and safety of the chapter.

## **X. Enforcement**

- A. All violations of IFC Policy will be afforded due process by the IFC or the Director of the Office of Student Mediation and Community Standards.

## **Procedures for Events with Alcohol**

### **I. Qualification for Events with Alcohol**

- A. The President, Vice President, Social Chairs, Risk Manager, and New Member Educator must all be PartySafe trained.
- B. Two thirds of the active members (including new members) must complete the PartySafe risk management/server training
- C. Three fourths of the active members must complete the ENTICE community education program which must be recompleted every two years by three fourths of the current membership.
- D. The President, Risk Manager, and Social Chairs must all attend the Risk Management Roundtable.
- E. All fraternities must have at least two members CPR trained.
- F. All of the above trainings and events must be completed by a date set by the IFC Executive Board.

### **II. Admittance**

- A. Each entrance and exit to an event must be monitored by a non-consuming individual.
- B. No visibly intoxicated individual may be admitted to an event.
- C. All events must have a guest list; posters for events are prohibited. As guests arrive at an event, the door monitor must check that the individual is on the guest list.
- D. Two lists must be kept, numbered and in order, at the door. One list is for guests over 21 and the other is for guests under 21. Together, these lists should account for all guests present at the event.
- E. Those whom do not show proof of age to drink must have a non-washable mark placed on the same hand that would have otherwise had a wristband applied.
- F. Fraternities must have wristbands available to mark those guests who are of legal age and who wish to drink; all individuals with valid age identification who wish to consume alcohol must be fitted with a wristband.
- G. All events must be limited to 150 non-member guests.

### **III. Control of Alcohol**

- A. The event monitors must be non-consuming and present until their duty for the event has ended.
- B. All servers and carriers of alcohol must be PartySafe certified, be 21 years old or older, and remain non-consuming until their duty for the event has ended.
- C. Alcohol must be attended at all times.
- D. Alcohol should not be served to any individual who is visibly intoxicated, does not have a proper wristband or whose hand has been marked as an underage guest. In addition, any guest found to possess any alcohol of any kind without a wristband, as well as any guest found to be distributing alcohol to anyone without a wristband, or any guest found to be distributing alcohol to anyone who is visibly intoxicated, must be immediately removed from the event and not permitted re-entry.
- E. No more than one drink can be served to a guest at one time.
- F. Unattended alcoholic containers must be disposed of.
- G. Drinking games of any sort are prohibited.

### **IV. Event Logistics and Planning**

- A. Postering for events is prohibited. This includes all forms of print media, including, but not limited to, posters, flyers, pamphlets, booklets, and signs.

- B. Mass digital advertisements for events are prohibited. This includes, but is not limited to:
  - 1. Mass e-mails .
  - 2. Searchable Facebook events and groups: events must be secret and hosted by individual brothers with invites issued only by brothers and to individuals.
  - 3. Announcements on individual members' online accounts.
- C. Rules for paper and digital advertising apply to all communities and environments, not just the physical environment of MIT campus nor the online realm of MIT (such as e-mails, websites, networks, and groups).
- D. Service of alcohol must end 30 minutes prior to the scheduled ending of the event.
- E. When an event closes, the doors must be shut, and no new guests should be allowed into the event:
  - 1. Events in Cambridge must close by 1 am.
  - 2. Events in Boston must close by 2 am.
- F. The event must comply with all other pertinent rules and regulations including MIT policy, Massachusetts State Law, and the IFC Community Relations By-Laws.
- G. Non-alcoholic beverages and food must be readily available and accessible.

#### **V. Monitors**

- A. There must be at least one party monitor per 50 guests per room of the party.
- B. Either the President, Vice President, Risk Manager, or Social Chair must serve as a party monitor, but will not count towards the total number in V.A..
- C. All party monitors must be non-drinking until their duty for the event has ended and be PartySafe trained.
- D. All events should have at least one party monitor outside of the house to ensure that there are no problems outside of the residence and to prevent intoxicated persons from entering.

#### **VI. BYOB Procedures**

- A. Only guests of legal drinking age may check beverages at the door. A maximum of six 12 oz beer cans or four 16 oz beer cans or four wine coolers may be checked in per person. NO hard liquor may be allowed into the event.
- B. The door guard will take the beverages and have them delivered to the serving area.
- C. The door guard will give the guests tickets, which correspond to the number of drinks the guest has checked.
- D. When the guest wants a drink, the bartender will make one mark on the wristband of the guest, take a ticket, and give the guest a drink. No visibly intoxicated guests may be served. Once the guest has six marks on their wristband, the wristband must be removed and they must not be served any more alcohol.
- E. Unused alcohol shall not be returned to a guest immediately following the party, but can be picked up the following day.

# **Procedures for Events without Alcohol**

## **I. General Procedures for Events without Alcohol**

- A. All events with more guests in attendance than brothers must be registered with the IFC
- B. Event registration information will be shared with the FSILG office.

## **II. Admittance**

- A. Each entrance and exit to an event must be monitored by a non-consuming individual.
- B. No visibly intoxicated or disruptive individual may be admitted to an event.
- C. As guests arrive at an event, the door monitor must ensure the guest signs in. The sign in list should account for all guests that attended the event.
- D. All events must be limited to 200 non-member guests.

## **III. Alcohol**

- A. There can be no alcohol or containers for alcohol in any area of the venue that a guest can access. The only exception to this is large, established collections of empty bottles.

## **IV. Event Logistics and Planning**

- A. Print advertisements are allowed provided the advertisements do not portray any Greek organization in a negative light.
- B. Print advertisements are not to use alcohol, illegal substances, controlled substances, illegal activities or the suggestion of any of these as a means to attract guests. What constitutes suggesting any of the above is at the discretion of the IFC Risk Manager.
- C. In addition print advertisements must be in good taste. What constitutes good taste is at the discretion of the IFC Risk Manager.
- D. Digital advertisements for events are allowed provided they conform to the same standards as print advertisements.
- E. Any print media that is displayed on the MIT campus must conform to ASA regulations.
- F. When an event closes, the doors must be shut, and no new guests should be allowed into the event:
  - 1. Events in Cambridge must close by 1 am.
  - 2. Events in Boston must close by 2 am.
- G. The event must comply with all other pertinent rules and regulations including MIT policy, Massachusetts State Law, and the IFC Rush Rules (when applicable). Should any of the above conflict with this policy the conflicting section of this policy will be deemed as void.

## **V. Monitors**

- A. There must be at least one party monitor per 50 guests per room of the party or 4 party monitors, whichever is greater.
- B. Either the President, Vice President, Risk Manager, or Social Chair must serve as a party monitor, but will not count towards the total number in V.A..
- C. All party monitors must be non-consuming for at least 4 hours prior to the start of the event and remain non-consuming for the duration of the event
- D. All events should have at least one party monitor outside of the house to ensure that there are no problems outside of the residence and to prevent intoxicated or dangerous persons from entering.

## **Policy during Non-Academic Periods**

### **I. Preamble**

The purpose of this policy is to create a set of guidelines that assist fraternities in reducing the risk for potential harm to its members, affiliates, guests, and the public during times when MIT is not in session. These times include the summer session and the winter recess as defined by MIT. It should be noted that IAP is NOT considered part of the winter recess and is considered an academic period.

Fraternities must realize that they can be held responsible for the actions of all persons on their property, including but not limited to alumni, visitors and summer boarders (hereinafter called “associates”). Violation of any policies in this document by any of these persons is considered a violation by the chapter and will be treated as such by the IFC Judicial Committee.

### **II. Alcohol**

- A. No alcoholic beverages may be purchased through chapter funds or funds collected by a chapter member or associate from multiples members or associates.
- B. The purchase or use of a bulk quantity of common sources of alcoholic beverages, such as kegs, mini-kegs, or cases, is prohibited.
- C. No members or associated of a chapter shall purchase for, serve to, or sell alcoholic beverages to a minor.
- D. There can be no tap system or kegs present on chapter property at any time.

### **III. Illegal Drugs or Controlled Substances**

- A. The possession, sale, use, distribution, or manufacturing of any illegal drugs or controlled substances is strictly prohibited on chapter property or at any event associated with chapter members or associates.

### **IV. Fire, Health and Safety**

- A. Chapters are responsible to ensure that all members and associates are aware of appropriate responses to emergencies. Chapters should have contact information for all members and associates, and the associates should have a designated contact within the chapter.
- B. All chapter members and associates must comply with all health and safety codes.

### **V. Enforcement**

- A. All violations of IFC Policy will be afforded due process by the IFC and/or the Director of the Office of Student Mediation and Community Standards.