

COLLEGE *of* CHARLESTON

OFFICE OF GREEK LIFE

Risk Management Policy

For the Interfraternity, National Pan-Hellenic
and College Panhellenic Fraternities and
Sororities at the College of Charleston

The Interfraternity Council, National Pan-Hellenic Council and National Panhellenic Council are registered student organizations at College of Charleston. Registration shall not be construed as approval, endorsement or sponsorship by College of Charleston of the student organization's publications, activities, purposes and actions.

OVERVIEW

The following policy has been created to assist chapters in the areas of Greek policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Throughout this policy, the term “off-campus” refers to any location not in or on the property of College of Charleston. The term “fraternity” refers inclusively to both men’s fraternities and women’s sororities, unless otherwise stated. The terms “IFC,” “NPHC”, and “NPC” refer to the Interfraternity Council, National Pan-Hellenic Council, and the College Panhellenic Council respectively.

CHAPTER OFFICERS ARE RESPONSIBLE FOR THE EDUCATION OF INDIVIDUAL MEMBERS, INCLUDING NEW MEMBERS AND ALUMNI/AE ABOUT THESE POLICIES. The Chapter President and Risk Management/Social Chair are responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at chapter and new member meetings, and prior to coordinating any event.

Shared Responsibility: Any student, who knowingly acts in concert to violate college regulations, may be held jointly responsible for such violations. Students are responsible for the conduct of their guests on or in College of Charleston property and at functions sponsored by the College or any student organization.

Organization’s Shared Responsibility: Any student organization will be held responsible for the behavior of their members, whether they are current students, alumni or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations which condone or encourage behavior which violates school or state regulations may be given joint responsibility for such violations.

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EXPECTATIONS

Fraternity and Sorority Expectations

1. Adhere to the principles and ideals contained in your Ritual.
2. Comply with all of your national policies (hazing, risk management, meeting attendance at national conventions and leadership schools, new member education, etc.)
3. Attend all training sessions, retreats, meetings and workshops hosted by The Office of Greek Life such as Greek Council, IFC, NPC, NPHC, etc.
4. Achieve a chapter GPA, that is equal to or exceeds the College of Charleston's all women's or all men's average (no less than a semester average of 2.2 GPA)
5. Update your chapter roster by the end of finals each semester. This will ensure that you have an accurate roster for scholarship compliance, payment of dues to your respective councils, and verification of membership figures with the national headquarters.
6. Comply with the Greek Risk Management Policy.
7. Submit the names of new members to the Office of Greek Life after recruitment/intake and within the stated deadline to have the most accurate roster for posting of recruitment results and for new member seminar attendance figures.
8. All new members must attend the New Member Institute. All chapter executive board officers must attend the Greek Leadership Seminar. All Chapter Presidents, Risk Managers/Social Chairs must attend the Greek Risk Management Forum.
9. NPHC groups must inform the Office of Greek Life prior to intake the dates for intake activities. IFC groups must submit their chapter's recruitment event calendar two weeks prior to any type of Recruitment program.
10. In order to be a registered student group at College of Charleston, groups must have an active chapter advisor as well as an active on-campus advisor.
11. A representative from the chapter MUST attend the annual Student Leadership Conference each fall.

Expectations for the Office of Greek Life

1. Maintain the highest standard of personal conduct.
2. Actively promote and encourage the highest level of education within the profession and institution.
3. Maintain loyalty to the College of Charleston and pursue its objectives in ways that are consistent with public interest.
4. Be an advocate for the Greek community to move towards positive change to benefit the goals and aspirations of the students.
5. Strive for excellence in all aspects of management and leadership of the institution/organization.
6. Serve all students impartially.
7. Be a liaison between the students and institution's administration.
8. Show continuous support for the Greek community and policies of the College.
9. Cooperate with both the national headquarters of the Greek organizations, as well as the local chapter advisors.
10. Use every opportunity to improve public understanding of the role of fraternity and sorority life.

Mission Statement

The mission of the Office of Greek Life is to promote student development by providing opportunities for scholarship, community service, campus involvement and fraternal friendship by ensuring all members a high-quality and safe undergraduate experience.

At the College of Charleston, it is our goal to be a nationally recognized Greek Community. To fulfill this goal, we strive for continuous improvement in all aspects of scholarship, programs, services and operations.

HAZING POLICY

The College of Charleston expects that all members of all recognized student organizations will observe and fully comply with the State of South Carolina Education Code and State Statute requirements on hazing. In addition, all students are expected to adhere to regulations set forth by their respective (Inter) National fraternities, **IFC**, **NPHC**, and **NPC**, and school policies concerning practices commonly referred to as **hazing**.

College of Charleston's Student Code of Conduct. SEE THE COMPASS This policy applies to all College of Charleston students, and registered student organizations.

The College of Charleston Student Code of Conduct strictly forbids hazing. Hazing is defined as an act that endangers the mental well-being or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, is also forbidden under the Student Code of Conduct.

Activities considered to be hazing include two elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort, in either the participant(s) or spectator. Such activities suggested or ordered by a group or a member of a group to new or trial members will be considered to carry with them covert coercion even if the activity is defined as "voluntary."

Paddling in any form, physical and psychological shocks and creation of excessive fatigue are always considered hazing. Other activities that very often carry with them elements of hazing are: quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations of the community. This is not to be considered an all-inclusive list.

Note: This definition is consistent with and partially taken from the Official Statement of Position by the University Fraternity Secretaries Association which was endorsed and affirmed by the National Interfraternity Conference in 1974. The College of Charleston also recognizes the FIPG Definition of Hazing.

FIPG Policy on Hazing

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. 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 such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the education institution or applicable state law.

South Carolina State Law on Hazing

SECTION 59-101-200. Hazing prohibited; penalties. [SC ST SEC 59-101-200]

(A) For purposes of this section:

(1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.

(2) "Superior student" means a student who has attended a state university, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.

(3) "Subordinate student" means a person who attends a state university, college, or other public institution of higher learning who is not defined as a "superior student" in sub item (2).

(4) "Hazing" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.

(B) Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

(C) The provisions of this section are in addition to the provisions of Article 6, Chapter 3 of Title 16.

(D) The provisions of Section 30-4-40(a) (2) and 30-4-70(a)(1) continue to apply to hazing incidents.

The following is a **NON- INCLUSIVE** list of fraternity activities considered to be hazing.

1. Physical Abuse, such as extensive calisthenics, paddle swats, and pushing and tackling associate members.
2. Verbal Abuse
3. Total or partial nudity at any time in which the new member is told, encouraged, or some form of the above to expose parts of themselves in public.
4. Extremely loud music or many repetitions of the same music played during pre-initiation week and/or between portions of the ritual.
5. Forcing alcoholic beverages on a member who does not wish to drink.
6. Required eating of raw onion, spoiled food, etc.
7. Associate members/pledges are not permitted adequate time for studies during pre-initiation or initiation periods.
8. Associate members/pledges expected to do anything of an unreasonable nature that the active members say.
9. Exposure to extreme climate changes.
10. Any activity not consistent with the policies of your (Inter) National organization, the school and/or the Law.

PROHIBITION OF DISCRIMINATION AND HARASSMENT, INCLUDING SEXUAL HARASSMENT AND ABUSE

The College is committed to the goal of providing an environment free of discrimination, harassment or abuse of any kind for students and employees. Sexual harassment and/or harassment of students or employees (whether faculty or members of the staff or administration) based on sex, gender, age, race, color, religion, national origin or disability are prohibited as defined by law and contradictory to the College's policy and philosophy. The Uniformed Services Employment and Reemployment Rights Act (USERRA) also provides certain protected status rights arising from past or present membership or obligation to serve in the uniformed services under circumstances provided by the Act. As to students under age 18, abuse, as defined below and under state law, may or may not overlap with harassment; additional legal protections and requirements are provided under state law. Also inherent in the College's belief in respect for the individual is the principle that each student and employee is due appropriate respect and freedom from harassment in any form; therefore, harassment as defined in this policy may or may not be based upon a legally protected status. All forms of discrimination, sexual harassment, other prohibited harassment and abuse as defined below are specifically prohibited.

This policy and the following Reporting Procedures were developed as a result of discussions with faculty, staff, administrators and students regarding harassment and discrimination issues and the desire to provide a college environment that is positive and encourages communication and personal growth for all members of the college community. The Human Relations Office is responsible for developing policies and procedures, and monitoring the College's conformity with those policies and procedures, so as to comply with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. The College can take corrective action only when it becomes aware of problems. Timeliness of reporting is extremely important; it allows a more complete investigation and better prevention of recurrence. Therefore, the College encourages persons who believe that they have experienced or witnessed discrimination, sexual harassment, other prohibited harassment and abuse as defined below to come forward promptly with their inquiries, reports, or complaints.

ABUSIVE BEHAVIOR AND DESTRUCTION OF PROPERTY

According to the College of Charleston’s Student Handbook, “The Student Code of Conduct of the College of Charleston specifically forbids attempted or actual theft of and/or damage, (including, but not limited to any form of vandalism or arson) to property of the College or property of a member of the college community or other personal or public property, on or off campus”.

Furthermore, the student code of conduct forbids “physical, verbal abuse, threats, intimidation, harassment, sexual harassment, sexual assault, coercion, and/or other conduct which threatens or endangers the health or safety of any person”. Moreover, hazing, which is defined as an act that endangers the mental or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, is also forbidden under the student code of conduct. “The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.”

ALCOHOL AND OTHER DRUGS POLICY

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 all applicable laws of the state, county, city and College of Charleston, and must comply with either the BYOB or Third Party Vendor Guidelines.

- A. 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 chapter.
- B. The purchase or use of bulk quantity or common sources of alcoholic beverages, (e.g. kegs, cases, alcoholic punch, tubs filled with cans, trucks filled with cans, etc.) is strictly prohibited.
- C. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (anyone under the legal drinking age of 21).
- D. Anyone under the age of 21 is not allowed to consume alcohol according to South Carolina State Law.
- E. No chapter may co-sponsor an event with an alcohol distributor, 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.
- F. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- G. All recruitment activities associated with any chapter will be a DRY (no alcoholic beverages) recruitment function.
- H. No member shall permit, tolerate, encourage or participate in an activity which could be construed as a “drinking game.”

- I. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, social or ritual of the chapter.
- J. Public intoxication is prohibited.
- K. Driving under the influence of alcohol and/or drugs is prohibited.
- L. The possession, sale and/or use of any **ILLEGAL DRUGS, CONTROLLED SUBSTANCES** and/or **DRUG PARAPHERNALIA**, at any chapter house, sponsored event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.
- M. The possession or use, (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or South Carolina law is prohibited.
- N. The chapter is still liable for pre-event activities prior to the main social event.

HOW TO DETERMINE A CHAPTER EVENT

The following is a means of looking at a function and deciding if it could be considered a party. **If you answer yes to just one of these questions then it qualifies as a chapter event.**

1. Would an observer associate it with the chapter?
2. Did the incident involve expenditure of chapter funds?
3. Was the purpose of the event to be a party?
4. Did members supply alcohol?
5. Were there a large number of members present with alcohol?
6. Was the event publicized?
7. Was the perception of the gathering a “party”?
8. Was your chapter name assuming responsibility for the event?
9. Was the chapter advisor, or any of the executive officers of the chapter, aware of the incident before it took place, and did they not prohibit it from taking place; or did not take steps to insure that the activity in question was in compliance with the applicable school policies, local ordinances, or Greek standards of conduct, etc.?
10. Did the chapter advisor, or any of the executive officers of the chapter, knowing the identity of chapter members involved in the incident, refuse(s) to divulge such identity to the appropriate authorities (of the College, the police, the Judicial Board, etc.)?
11. Was the incident actively or passively endorsed by other members of the chapter?
12. Was the event publicized either in written form or by word of mouth as a chapter event?

13. Did the incident take place on chapter property, or occur on/in a location which has been contracted for by the chapter or in private residence for the purpose of holding a chapter-sponsored event?

SOCIAL EVENT POLICY

The following procedures are to be followed for each social event for Greek-letter social fraternities. In addition, each organization is responsible for following its own organizational policies concerning risk management and social events.

A social function is any gathering of members or persons affiliated with an organization, which an observer would associate with the organization for any purpose other than regular business meetings. The organization is expected to maintain and secure appropriate standards on the part of its members and guests. As elected leaders, the organization's officers are responsible for ANY incident(s) or event(s) that occur directly or indirectly as a result of the event.

I. Registration of Events

- A. All events meeting the following criteria **must** be registered with the Office of Greek Life:
 - i. Alcohol is present, the number of non-chapter members (guests) is equal to or exceeds 50% of the chapter membership for the host chapter, and the event is hosted/sponsored/co-sponsored on or off campus.
- B. A fully completed ***SOCIAL EVENT REGISTRATION FORM*** with appropriate signatures must be submitted to the Office of Greek Life **TWO WEEKS???? five (5) business days prior to the event, except if alcohol is present and the event is on campus, in which case public safety is required and the form is required to be submitted two (2) weeks prior.**

Events will not be approved until the completed form with all the required information and signatures are acquired and submitted by the deadlines listed below:

- C. A pre-determined guest list must be submitted to the Office of Greek Life at least five (5) business days prior to the event.
 - 1. The guest list clearly shows the names of the guests (typed or printed).
 - 2. Chapters may not use chapter rosters, phone books, phone trees, or any other pre-existing chapter information to complete guest lists for non-members

attending events. Chapters must compile guest list information on an individual, invitational basis.

- D. The Social Event Registration Forms may be obtained from the Office of Greek Life or at www/cofc.edu/greeks
- E. Each event must have a non-alcoholic and “appropriate” theme that must be approved by the Office of Greek Life and the chapter’s advisor/HQ.
- F. “Date” means the actual date of the event.
- G. The chapter representative signing the form must be present at the event and must be one of the sober hosts listed. This person must also sign the security check in list.
- H. When turning in this completed form, the chapter representative signing the form **must** meet with a staff member from the Office of Greek Life and have attended the Risk Management forum/program before the form will be approved.

II. Time of Social Events ADD STATEMENT ABOUT PREGAME/PREPARTY

- A. Weekday events (Sunday – Thursday) must end by 12 Midnight.
- B. Weekend events (Friday and Saturday) must end by 2 AM.
- C. From the time the event is officially over, thirty (30) minutes is allowed to send all guests home.
- D. Security officers must stay until all guests have departed

III. Noise Ordinance (City of Charleston) EVIE

Sec. 21-16. Loud and unnecessary noises restricted.

It shall be unlawful for any person, entity, or establishment to make, continue, or allow to be made or continued, any clamorous singing, yelling, shouting, whooping, bellowing, hollering, or other loud, obstreperous, wanton and unnecessary noises, or to make, continue, or allow to be made or continued, any loud gatherings, either in the day time or at night, which disturb the peace and quiet of the city, whether in the public street, on privately owned or controlled property, or within enclosures, public or private.

Sec. 21-17. Playing of amplified music or other sounds after 11:00 p.m. and before 7:00 a.m. in privately owned or controlled courtyards or outdoor areas prohibited; playing of music or other sounds without amplification in privately owned or controlled courtyards or outdoor areas after midnight and before 7:00 a.m. prohibited; transmission of amplified music or other sounds through open windows or door openings after 11:00 p.m. and before 7:00 a.m. prohibited;

transmission of amplified music through exterior speakers prohibited except as provided in subsection (b) herein.

Findings of fact: City council finds and declares that excessive noise is a serious hazard to the public health, welfare, peace and safety and the quality of life of its residents and visitors; that a substantial body of science and technology exists by which excessive noise may be substantially abated; that people have a right to and should be insured an environment free from excessive sound that may jeopardize their public health, welfare, peace and safety or degrade the quality of life or diminish property values; and therefore, city council finds that it is the policy of the city to prevent such excessive sound.

It shall be unlawful for any person, entity or establishment to play, operate or cause to be played or operated, any radio, amplified musical instrument including but not limited to brass or drum instruments or the amplified device or apparatus making or reproducing musical or other sounds within a privately owned or controlled courtyard or outdoor area after 11:00 p.m. and before 7:00 a.m. in such a manner as to be audible in any public street or right-of-way.

It shall be unlawful for any person, entity or establishment to play, operate or cause to be played or operated any musical instrument or other device or apparatus making or reproducing musical or other sounds without amplification within a privately owned or controlled courtyard or outdoor area after midnight and before 7:00 a.m. in such a manner as to be audible in any public street or right-of-way.

IV. Trash Ordinance (City of Charleston)

All residences, excluding residential multi-family complexes located in the city, shall use sufficient containers so as to accommodate the normal volume of solid waste generated therein between collections, unless otherwise specified. The type, size and number of containers allowed shall be as follows:

Type. Watertight metal or heavy-duty plastic or material of similar strength with handles and tight-fitting cover.

Size. Maximum of forty (40) gallons in volume and fifty (50) pounds or less when loaded per can, unless otherwise specified in writing by the city sanitation division.

(e) Containers shall be tightly covered when placed for pickup.

(f) Any container which violates prescribed standards or which has defects likely to hamper collection or injure collection personnel or the public or any violation of this section shall be promptly remedied by the resident upon notification of such violation from the city sanitation division. If not remedied by the resident after the resident has received notice, the city sanitation division shall remove such unsafe or unauthorized container from the premises.

(g) In placing containers and other solid waste for collection and removing containers after collection, all residents shall follow these practices:

(1) *Days.* Monday through Friday, except holidays, as assigned by the city sanitation division.

Hours. All solid waste, excluding bulk for collection by the city sanitation division shall be placed at the curb before 7:00 a.m. on the scheduled pickup days only. Garbage shall

not be placed before 6:00 p.m. the day before scheduled pickup. Trash shall not be placed earlier than two (2) days before scheduled pickup. Containers, including county curbside recycling containers, shall be removed as soon as possible after pickup, but no later than 6:00 p.m. on the scheduled pickup days. The city sanitation division shall not be responsible for the pickup of refuse not placed by the prescribed time.

Location. All containers and excess solid waste for collection shall be placed at the curb or edge of pavement and visible to the collection personnel.

V. Guidelines for Events with Alcohol Present

The following guidelines must be used by organizations and security companies when assigning duties and task during events. Security companies should be supported by members of the organization in duties except when physical force is necessary to enforce rules and regulations.

The Host Organization is responsible for the event and for the enforcement of these policies and procedures as well as those of its (Inter) National organization.

VI. Advertisement or Promotion of Events

- A. Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- B. The message conveyed in the event promotion must not encourage the use of alcohol.
- C. Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- D. Promotion must not refer to the amount/quantity (five-keg party, etc.).
- E. Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- F. Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.
- G. Specific invitations to guest must be issued.

VII. Guest Management and Safety

- A. Only invited guests should be admitted to the event.
- B. Housing Occupancy for the Greek Houses are:
 - For 28, 32, 34, 36, & 38 Coming St. is 50 people inside the house.
 - For 99, 101, 103, 105 & 107 Wentworth St. is 75 people inside the house.

For larger events, organizations should secure a facility that can accommodate large functions

- C. EXCEPTION: For special events such as Homecoming, Parent Events, and Alumni Events, an exception to the guest limit MAY be granted on a case-by-case basis. This request must be indicated on the Social Event Registration Form.
- D. When the attendee total has been reached, no one else may be admitted. Persons leaving the event DO NOT create a vacancy for others to enter.
- E. All guests and members must sign in at the check-in table, present identification, and receive the proper wristband or security stamp.
- F. For guest safety and event control, members and guests may not linger in parking areas. Attendees should be inside the event area (inside the house or inside fenced area), not hanging out in unsecured areas.
- G. It may be necessary to put up temporary fencing to create a secure and controllable event environment. There is to be only point of entrance for all members and guests.

VIII. Identification

The following guidelines are to be followed for social events at a chapter house:

- A. All members and guest must wear a visible method or a wristband issued by security or sober event monitor indicating whether or not they are over 21 or under 21. When CofC Public Safety is working the event, any one over 21 wishing to drink MUST have a wrist band or VISIBLE mark on their hand. Black light stamps are not acceptable.
- B. Underage drinking is to be monitored and stopped if it occurs. Individuals found in violation will be removed from the party and may be ticketed. A second instance of underage drinking may cause the party to be closed. A third will definitely close the event. SECURITY GUARDS SHOULD BE UTILIZED TO ESCORT INDIVIDUALS FROM THE EVENT, NOT MEMBERS OF THE ORGANIZATION. At no time should members of the organization attempt to physically handle an individual.

The following guidelines are for events held at a third party vendor.

- A. The event must be registered with the Office of Greek Life at least two weeks in advance. The Director of Greek Life is located on the Second Floor, Wentworth Annex. The signature of the organization's chapter or on-campus advisor will also be required.
- B. A method of identifying participants under the age of 21 must be in place during the event.
- C. The event must be a BYOB or at a location with an approved liquor license and the amount of alcohol each participant may bring must be limited if BYOB. The limitation is one six-pack of beer or one liter of wine per participant.
- D. Arrangements for the presence of a security officer(s) (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs.
- E. No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services to arrange for payment.
- F. If the event is held at a location (bar) which is closed to all but invited guests, participants should be provided wristbands or a stamp in the normal manner; however no alcohol may be brought into the event.
- G. Alcohol must be dispensed from a cash bar provided by the management of the establishment. Alcohol may be dispensed only on an individual drink basis. No pitchers or punch bowls.
- H. If the licensed premise (bar) admits those not invited, the party is to be closed immediately.
- I. Underage drinking is to be monitored and stopped if it occurs. Individuals found in violation will be removed from the party and may be ticketed. A second instance of underage drinking may cause the party to be closed. A third will definitely close the event. **SECURITY GUARDS SHOULD BE UTILIZED TO ESCORT INDIVIDUALS FROM THE EVENT, NOT MEMBERS OF THE ORGANIZATION.** At no time should members of the organization attempt to physically handle an individual.

IX. Sign In Lists

- A. All members, new members and guests must sign in upon entrance to the event.
- B. The sign in list from each event must be submitted to the Office of Greek Life within five (5) business days following the event.
- C. The organization will not be allowed to host another event until the sign in list is submitted.

X. Alcohol Management

- A. All events are BYOB or Third Party Vendor. No alcohol may be served or sold by the host organization at any time.
- B. If the event is BYOB, the amount of alcohol each participant may bring must be limited if BYOB. The limitation is one six-pack of beer or one liter of wine per participant, who is **21 years of age or older**.
- C. If the event is Third Party Vendor, only those who are 21 may purchase or consume alcohol.

XI. Event Management

- A. The event will begin at the designated time and will end at the designated time. Event may be closed early if problems occur. On-campus events with alcohol are limited to 4 hours.
- B. Security personnel may not leave until all guests have left and the event is closed.
- C. All federal, state, and local laws as well as university rules and regulations must be followed.
- D. Organization officers and members should always cooperate with the security officers in enforcing laws and campus rules and regulations.
- E. Officers and designated individuals should take action when they see problems occurring, not wait for others to bring the situation to their attention.
- F. On-Campus events with alcohol are limited to **four (4)** hours.

XII. Sober Event Monitors and Transportation

Sober monitors should not register a BAC (Blood Alcohol Content) if they were to be checked by College of Charleston Public Safety, City of Charleston Police, Charleston County Sheriff Department and/or South Carolina State Police. The event may not begin and will be shut down if any sober monitor listed on the Event Registration Form registers a BAC.

A. Sober Event Monitors

- i. At least three (3) monitors must be present for the entire event.
- ii. At least three (3) monitors must be initiated members and two of the three must be chapter officers.
- iii. At least one monitor should assist security at the check-in table with guest admission. The remaining monitors should assist security officers in patrolling the event, directing guests and members to the check in table, keeping guests inside the party or getting their ride home.

B. Transportation

- i. Transportation must be provided and indicated on social event form (buses, cabs, etc.)

XIII. Number of Police Officers Required

A. Social Events at Chapter Houses

- i. A minimum of two (2) public safety officers, approved by College of Charleston police, must supervise the checking of guest lists. The supervision of identification and the application of wristbands or stamp is to be conducted by authoritative personnel (**not** public safety or students). (1 officer per 100 people)

B. Social Events at Third Party Vendors

- i. A minimum of one (1) police officer, who is defined as a certified State of South Carolina police officer or an officer approved by College of Charleston police, must supervise the checking of guest lists, identification, and the putting on of wristbands or stamps for those attending the event.
- ii. If security is provided by the establishment, the organization may use addition to the one (1) officer at the door, if allowed by organization policy.

XIV. Expectation of Police Officers

- A. Officers should arrive at the event thirty (30) minutes prior to stated start time and meet with all of the organization's sober monitors and drivers, discuss event security, and receive the wristbands or stamps from the organization. They must identify the chapter officer responsible for the event and the security officer in charge.

- B. The organization's monitors should assist security in monitoring the event and determination of guest admission, as well as any problems that arise. In addition, the police officers should assist the monitors in dissolving any issues that may arise.
- C. Particular attention is to be given to the consumption of alcoholic beverages by those not 21 years of age. Individuals found in violation will be removed from the party and may be ticketed. A second instance of underage drinking may cause the party to be closed. A third will definitely close the event.
- D. Persons found **without** wristbands or stamps should be asked to leave the event immediately.
- E. At large events, additional security may be necessary to help patrol the event and parking lot.
- F. When behavior warrants, the police officer should call the proper authorities and have the individual(s) involved arrested.
- G. When gross violations of regulations occur, the police officer in charge should inform the officers of the organization of the fact and if corrective action is not immediately taken, the event should be closed. If the organization refuses to cooperate, the police officer should call the applicable law enforcement agency: College of Charleston Police, City of Charleston Police or Charleston County Sheriff Department.
- H. Police officers, who are defined as certified State of South Carolina police officers or officers approved by College of Charleston police, may be requested to appear before a College of Charleston Judicial Board as witnesses.

XV. Third Party Vendor Regulations

- A. The Third Party Vendor must be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
- B. The Third Party Vendor must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
- C. Third Party Vendors must agree in writing to cash sales only, collected by the vendor, during the function.
- D. The Third Party Vendor must assume in writing all the responsibilities that any other server of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - i. Checking identification cards upon entry, unless the organization has hired security to complete this task.

- ii. Not serving minors (those individuals under the age of 21).
 - iii. Not serving individuals that appear to be intoxicated.
 - iv. Maintaining absolute control of ALL alcoholic containers present.
 - v. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold or furnished to the chapter).
 - vi. Removing all alcohol from the premises.
- E. Greek Organizations may not be considered, under any circumstances, a Third Party Vendor.

XVI. Use of Open Flame Devices

- A. All devices requiring an open flame and/or flame ignition (i.e.: candles, outdoor grill – propane/charcoal) shall require a Hot Work Permit issued from Fire & EMS.
- B. Permit requests need to be submitted (5) days prior to the date of event.
- C. Person(s) signing for permit shall understand all required safety precautions associated with device(s).
- D. All personnel associated with the organization to whom the permit is issued, assume responsibility for all damages / injuries caused by disregard of any safety precautions.
- E. Failure to adhere to any requirement or precaution will result in the immediate revocation of said permit and future requests.

VIOLETIONS OF POLICY

Any member of the College community may notify the Office of Greek Affairs of a violation of the Policy. Disciplinary charges may be filed against the individual, officers, and/or the chapter as a whole. Violations will be handled administratively through the Office of Greek Affairs or by the Vice President of Student Affairs or may be passed on to an appointed College of Charleston Honor Board. Organizational National Headquarters, as well as local chapter advisors may be contacted of any violation of the Policy.

In any given situation, the following will be considered when determining the criteria for enforcement of the violation:

1. The details and specifics of the event (Who, What, Where, When, How and Why questions will be determined).
2. Richter Scale test: Status and severity of situation (damages, injuries, etc.)
3. Level of response (who needs to be contacted?)
4. Next Action (where to go from here)

Enforcement Criteria

The following is a description of the levels of policy violations and suggested organizational sanctions that may be solicited. Any violation of these criteria is viewed seriously, and it is the responsibility of every chapter member to see that the Greek Risk Management Policy is upheld and equally important, that the spirit of the Policy is met. The levels below indicate the severity of the violation and the suggested reprimand that may be sanctioned to the chapter.

Level 1-*Procedural/Administrative Violations* **Violations**

Includes, but is not limited to, the following violations:

1. Failure to complete a social event form
2. Failure to communicate, with the Director of Greek Life, proper information of the upcoming event
3. Failure to hire appropriate security for the registered event
4. Failure to comply with the Greek Risk Management Policy and/or the College of Charleston Student Code of Conduct in a procedural aspect (incomplete forms/miscommunication with advisor)

Sanctions

Includes the following sanctions:

1. Chapter members must host/organize an educational program on a topic that is in direct relation with the nature of the violation and must be approved by the executive board and administration.
2. Monetary fines
3. A written, formal apology to the administration, the college, and/or the community.

Level II-Code of Conduct/Behavior Violations

Violations:

Includes, but is not limited to, the following violations:

1. A second violation/repeat offenders or failure to comply with any of the sections within the Greek Risk Management Policy and/or Student Code of Conduct
2. Minor acts of violence and/or abuse of a member/or non member of a Greek organization, including battery or altercations
3. Inappropriate behavior that hinders the growth of the Greek community, including disparaging remarks and/or actions against another Greek organization
4. Drunken or elicit behavior by any active or associate member during a Greek/school sponsored event

Sanctions

Includes the following sanctions:

1. The removal of certain privileges from the chapter that may include intramurals, Homecoming events, and/or Greek Week events.
2. The National Headquarters will be informed of the violation to determine any other sanctions and/or the administration will determine any other or alternative sanctions
3. May also include sanctions from Level I (i.e. monetary sanctions, apology notice, and/or educational programs).

Level III-Serious Offenses

Violations:

Includes, but is not limited to, the following violations:

1. More than a second count of failing to comply with the Policy and/Student Code of Conduct.
2. Any other inappropriate behavior determined by the administration/school that may be detrimental to the mission of the Greek community and/or institution. (i.e. hazing of any member, sexual violence towards any other student, drug abuse, assault, etc.)

Sanctions

Includes, but is not limited to, the following sanctions:

1. Social probation for an extended period of time that may be determined by the administration *Social Probation is defined as having any social events defined in the Greek Risk Management Policy (i.e. where alcohol is present; this includes on or off-campus events, but does not include any philanthropic or community service program).*
2. The chapter may be referred to the Dean of Students/Associate Dean of Students and/or the Honor Board for a hearing for further disciplinary sanctions that may include, but are not limited to chapter suspension or individual expulsion.

CRISIS MANAGEMENT PROTOCOL

There are several steps to follow in the event of an emergency, with some additional steps to follow in the event of a death of one of your members or new members. There are a variety of things that constitute an emergency, such as serious injury, excessive consumption of alcohol, overdose, fire, suicide or other death. It is imperative that each chapter review the following protocol with all chapter officers.

- A. Be certain that every person in the chapter knows that the president is in command of every emergency situation involving serious injury, death or fire. In the president's absence, a ranking order of officers should be established.
- B. If a tragedy has occurred within the house, close the house at once. Instructions cannot be given if members are leaving and strangers are entering. Permit only appropriate officials to enter (i.e. Senior Administrative College Staff).
- C. The first phone call you make is to the proper emergency personnel. **CALL 911**. Briefly and calmly explain the situation so that appropriate emergency personnel can respond. **Public Safety** can then be reached at **x5611**.
- D. Before you leave the phone, the next phone call is to your chapter advisor. Then call Kassie Kissinger, Director of Greek Life. Call her at any hour, day or night (office: 843-953). If you are in doubt whether a situation is serious or not, **CALL!!** Next, call your (Inter) National headquarters.
- E. Assemble your members in a group. Explain to them that there is an emergency situation and that the house is closed. Request all members to cooperate in halting outgoing phone calls until the situation is under control. **DO NOT** discuss the situation until the chapter advisor and/or Director of Greek Life arrives. Instruct all members to make no statements to anyone other than law enforcement and/or school officials. The president of the chapter will make any appropriate statements to the media after the situation is under control and the content of the statement has been discussed with school officials. Where possible litigation may follow, be cautious about jumping to conclusions or speculation.
- F. In the event of a serious accident or illness, the medical and/or college personnel will notify parents and advise them of the student's physical situation. In the event of a death; hospital, law enforcement, or school officials will notify parents.

LIABILITY INSURANCE COVERAGE

A common misperception about liability insurance is that since you pay your chapter or your (Inter)National headquarters, you can do whatever you want and not get sued. Guess Again! You can always be sued, even for something you know nothing about. Another misperception is that your liability insurance company will pay any damages a court may find against you or your chapter. In fact, your insurance does not even cover you if the activity in question was not in line with the insurance company's policy, much less your own risk management policy.

Check out some of these facts about liability insurance coverage for fraternities and sororities...

- A. Individual chapters pay liability insurance premiums annually to their national headquarters for insurance.
- B. The amount of the premium is based on the track record of the (Inter)National fraternity/sorority – the more the cases, the higher the premiums.
- C. Sororities pay an average of \$50 per person per year.
- D. Fraternities pay an average of \$100 per person per year.
- E. Individual chapters get different rates depending on their track record.
- F. No insurance covers violations of the national policy.
- G. Usually the first \$5,000 - \$10,000 comes from the chapter.
- H. Individuals, not just officers, are named in lawsuits.
- I. Claims from injuries usually come from the value of the chapter house, officers' personal accounts, parents' homeowner's insurance policies, and individual members.

**RISK MANAGEMENT
STATEMENT OF UNDERSTANDING
FOR CHAPTER OFFICERS**

**College of Charleston
Office of Greek Life
Greek Risk Management Statement of Understanding**

Overview

The aforementioned policy has been created to assist chapters in the areas of Greek policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Any student, who knowingly violates College regulations, will be held responsible for such violations. Students are responsible for the conduct of their guests on or in College of Charleston property and at functions sponsored by the College or any student organization.

Furthermore, any Greek organization will be held responsible for the behavior of their members, whether they are current students, alumni or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Greek organizations which condone or encourage behavior which violates school or state regulations may be given joint responsibility for such violations.

Statement of Understanding

I, _____, have the full understanding that I am responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at chapter and new member meetings, and prior to coordinating any event.

Print Name

Date

Signature

Date

SOCIAL EVENT REGISTRATION FORM

COLLEGE of CHARLESTON

OFFICE OF GREEK LIFE

Greek Social Event Registration Form

You must print this form and submit it to the Office of Greek Affairs for approval by the Director of Greek Life.

The Social Event Registration Form **MUST** be submitted at least **five (5)** days prior to the event. Use this form for **ALL** parties, formals, socials, or any event sponsored by an organization that is preplanned. This includes events that involved alcohol and those that do not.

Host Chapter: _____ Co-Sponsors: _____

Person Filing Request: _____

Telephone: _____ Cell Phone: _____

E-Mail: _____ Campus PO Box: _____

EVENT INFORMATION

Type of Event: Band Party Date Party Mixer or Co-Sponsored Party Parent's Weekend

Alumni Event Other: (i.e. Initiation) _____

Date of Event: ___/___/___ Start Time: ___:___ AM/PM End Time: ___:___ AM/PM

Theme of Event: _____

Location of Event: _____

of Members Attending: _____ # of Guests: _____ Total: _____

Will entertainment be provided? Yes No what type and who? _____

If event is ON CAMPUS, YOU MUST SUBMIT THE COFC EVENT REGISTRATION FORM.

The form must be approved and signed by RESIDENTIAL LIFE or LOCATION MANAGER (Stern Center, etc) AUTHORITY. Also, if ALCOHOL is present or there are more than 100 attendees and/or money is distributed, and ON CAMPUS, then PUBLIC SAFETY must be notified two (2) weeks prior to the event and IDT form must be provided. Two (2) officers must be present for ON CAMPUS social event.

EVENTS WITH ALCOHOL PRESENT

Type of Event: BYOB (on campus) OR Third Party Vendor (off campus)

Name of Vendor: _____

Phone #: _____

Agency Providing Security: College of Charleston Police City of Charleston Police Private Security

Company Other: _____

Name(s) of Officers: _____

Phone #(s) of Officers: _____

Who is responsible for checking IDs? Hired Security Establishment Personnel

Name/Phone #: _____

Will transportation be provided: Yes No By Whom? Cab Service Public Transportation

Other: _____

If Yes, Name of Service: _____

Pick up/Drop off location(s): _____

Will food be provided: Yes No By Whom? Venue Organization/Donation

List ALL members who have agreed prior to the submission of this form to remain sober to manage the event (at least 5 members from each sponsoring group):

On a separate sheet of paper, TYPE ALL members and guests who will be attending the event.

Chapter rosters are not accepted.

I understand that ANY activities prior to the registered event, or after the registered event (warm-up parties, pre-parties, after parties, etc) are considered to be part of the event. ALL College of Charleston policies and procedures, the National Organization's policies and South Carolina Laws will be enforced by me, the social coordinator, the chapter advisor, and the Organization during the event.

President's Signature: _____ E-Mail: _____

(Co-Sponsoring Host) President's Signature: _____ E-Mail: _____

Social Chair's Signature: _____ E-Mail: _____

Administrative Signatures

Chapter Advisor: _____ Vendor: _____
(Co Sponsoring Host) Chapter Advisor: _____

Residence Life/Location Manager: _____ Fire Life Safety (if applicable) _____

Director of Greek Life: _____

Public Safety/Security: _____

Checklist:

Access Greek Social Event Form via website or Office of Greek Life

If event is on-campus, must submit with GSEF, the CofC Event Registration Form

If alcohol is present at an on-campus event (BYOB), public safety (x5611) must be notified two (2) weeks prior to the event. Must provide IDT form to pay for security.

Form must be signed and approved by the Office of Greek Life

If event is on-campus, the form must also be approved/signed by designated venue authority (i.e. Res Life Authority must approve events at Fraternity/Sorority houses)

Hot Work Permit approved by Fire, Life and Safety if required for any open flames or ceremonies involving candles

GSE Form **submitted no later than five (5) days in advance** with attached guest list and completed form (signatures of approval) to Office of Greek Life.

If these requirements are not met, the event will NOT be approved by the Office of Greek Life

For Office Use Only: APPROVED DENIED

GUEST LIST FORM

Guest List:

Organization/Chapter: _____

Event Date and Location: _____

Chapter Member _____ Guest

SIGN IN LIST FORM

SIGN IN LIST for REGISTERED GREEK EVENTS

Note Sign In List must be returned to The Office of Greek Life no later than 48 hours after the event**

Host Organization:

Date of Event:

Location:

Name of Guest:

HOT WORK PERMIT

College of Charleston Hot Work Permit

Hot work is any operation that generates heat, spark or open flame. This includes, but is not necessarily limited to welding, cutting, grinding, soldering, torch applied roofing, heat gun use and similar activities.

Before initiating Hot Work, determine if there is a safer way to complete the work.

Date: _____ Location: _____ Job # _____

Type of Hot Work: Soldering Welding Cutting Roofing Other _____

Hot Work Precautions Check List: Complete prior to any hot work beginning in an area not designated for hot work. Check each box where the statement is true. If any statements are not true, then hot work should not begin until that issue has been safely resolved.

Required Safety Precautions

- Fire suppression sprinklers, fire hoses or fire extinguishers are available and operable.
- Hot work equipment is operable and in good repair.
 - Smoke / fire detectors in the immediate area of the hot work have been temporarily disabled until the hot work is complete.
- Building occupants have been protected or isolated from the hot work area.

Requirements within 35 feet:

- Area within 35 feet of the work area has been properly swept to remove any combustible debris.
 - Flammable and ignitable materials and debris have been moved at least 35 feet from the hot work area or covered and protected with fire resistant materials.
 - Cracks or holes in floors, walls and ceilings (including ductwork) are covered or plugged
- Combustible floors covered with fire-resistive material

Requirements within 50 feet:

- Explosives, compressed gas cylinders or stored fuel have been moved at least 50 feet from the hot work area or have been protected from the hot work.

Work on walls or Ceilings

- Construction is noncombustible and has no combustible covering or insulation.
- Areas adjacent to walls being worked on are checked for combustibles and any combustibles are either removed or protected.

Fire Watch required during Hot Work and a minimum of 30 minutes following completion of work.

Yes _____ No _____ Name: _____

WARNING!

HOT WORK IN PROGRESS

WATCH FOR FIRE!

In case of FIRE call 953-5611

Or 911

Important Numbers:

CofC Fire and Life Safety 953-5611

<i>Physical Plant</i>	<i>953-5550</i>
<i>Residence Life Facilities</i>	<i>053</i>

A fire watch is needed for all hot work activities unless the hot work area has no fire hazards or combustible exposures. The fire watch must have fire-extinguishing equipment readily available and be trained in its use. They must also be familiar with the procedures for sounding an alarm in the event of a fire. The fire watch will watch for fires in the exposed areas and are responsible for extinguishing spot fires and communicating alarms immediately.

The fire watch may be assigned other work duties while in the hot work area, however they need to be vigilant in watching for fires.

When work is completed:

- Inspected work area, and any potentially affected surrounding areas, for fire, fire damage, or potential for fire.
- Reactivated smoke/fire detectors that were disabled because of the hot work.

I verify that the above location has been examined and the necessary precautions have been taken to prevent the outbreak of fire due to Hot Work.

Employee Signature (Issued): _____ Date: _____ Time _____

Employee Signature (Closed): _____ Date: _____ Time _____

Fire Marshal: _____ Date: _____
Time: _____

This Permit is valid only for the day issued

Rev. May 2006, CofC Division of Fire and Life Safety