



Policies and Procedures Handbook

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Relationship Statement

Social Greek letter fraternities and sororities at Arkansas Tech University are first and foremost considered to be Registered Student Organizations (RSOs). All rules, regulations, policies, and procedures listed in the Student Handbook for RSOs apply to all fraternities and sororities that fall under the supervision of the Office of Fraternity and Sorority Life (FSL).

RSOs that fall under the supervision of FSL are those organizations which have national membership with the North American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), or National Multicultural Greek Council (NMGC), as well as other fraternities and sororities who are typically governed by the appropriate collegiate governing council.

Arkansas Tech University recognizes the significant contributions that FSL affiliated students bring to our campus. The involvement, leadership, and service that has come from our organizations since 1976 have helped shape the campus experience. In order to ensure the continuation of this success, additional policies and procedures apply to our organizations. These are designed to assist our organizations with understanding and adhering to policies, procedures, and guidelines issued by their national representative body; federal, state, and local laws and mandates; campus policies and procedures; and expectations of the Office of FSL.

***NOTE:** Changes to this document may occur at any time. The most up-to-date version can be found on the Fraternity and Sorority Life page on theLink and the FSL website (atu.edu/fsl).

Governing Bodies

The governing bodies of the Office of Fraternity and Sorority Life are the College Panhellenic Council (CPC), Interfraternity Council (IFC), and National Pan-Hellenic Council (NPHC). The councils are self-governing organization that provide guidelines and support to its chapters. Each council has a constitution and bylaws that they are to follow to keep order and structure of all chapters. Violations to these policies may not constitute violations of the ATU student handbook and may be addressed by the governing bodies.

Chapter Guidelines and Expectations

Chapter Roster

It is the responsibility of the chapter to ensure the chapter roster on file with the Office of FSL is up-to-date and the information provided is accurate. Chapter rosters must be updated on the respective chapters profile on theLINK at the beginning of each semester and a deadline will be set by the FSL staff. Changes to a chapter's official roster can be made through the chapter's profile on theLink. Changes to a roster cannot be made after Reading Day for both fall and spring semesters.

Active Members

It is the responsibility of the chapter to ensure that all active members on file with the Office of FSL fill out the FSL Member Agreement form at the start of every fall semester. Filling out this form the following topics are discussed and asked for an initial for agreement:

- Academic Release
- Hazing Statement Information
- Liability Waiver Information

New Members

(CPC & IFC)

- Fall - All potential new members must complete and submit a recruitment registration form before going through recruitment and before a bid can be extended to the individual
- Spring - All potential new members must complete and submit the "New Member Agreement" form on the FSL page on theLINK before a bid can be extended to the individual.

(NPHC) All new members must complete and submit the "New Member Agreement" form on the FSL page on theLink once the new member education process is completed.

****All new members must have completed their respective processes by Reading Day of both fall and spring semesters. New members will be added to a chapter's roster once they have completed the new member process. Please see new member processes for more information.**

Dropped Members

A "Member Withdrawal Form" must be filled out by the chapter or the dropping member 24 hours after the member has dropped. This form is located on the FSL page on theLINK.

Academic Reporting

The Office of FSL will run chapter rosters at the end of each semester once grades have been posted by the University. Official academic reports will be sent to the chapter president and advisors two to three weeks after grades have been posted by the university. Academic reports will be based off of the chapter roster as of Reading Day of each semester.

Organization Discipline

If a chapter fails to comply with the FSL Policies and Procedures Handbook, the chapter will be required to meet with the FSL staff to discuss the alleged violations(s) and a report will be submitted to the Department of Student Conduct for adjudication. Organizations found responsible for violations of the FSL policies and procedures handbook will receive disciplinary and educational sanctions for the violations(s) through the Department of Student Conduct. Examples include, but are not limited to social probation, monetary fines, sponsoring future educational programs, cancellation of events, etc. See ATU Student Handbook for details.

Chapters who fail to meet deadlines given by the Office of Fraternity and Sorority Life will receive a \$100 fine and for every day that the deadline is not met will be an additional \$10.

Failure to comply with council rules will result in a standards board meeting with the chapter's respective council.

Chapter Meetings

All chapters are responsible for submitting all chapter executive and general meetings to the Office of FSL through theLink by the first day of the semester for all chapter events to be approved.

Chapter Events

All chapter events (examples include, but are not limited to on or off campus, socials, mixers, etc,) must be submitted two weeks prior to the event date. Submissions are done on the respective chapter's profile on theLINK. All event information must be provided to the Office of FSL. The Office of FSL has the right to ask for more information if it is needed. If events are not submitted two weeks in advance, events will not be approved and the event will need to be resubmitted. Be sure to refer to the FSL Social Policy for more information on social events.

Chapter Attendance

All chapters will be required to abide by the following attendance requirement set by the Office of Fraternity and Sorority Life. Failure to meet this requirement, a meeting with the organization president will be held to discuss next steps. The Office of FSL will give a two-week notification of events when the below must be followed.

- *Office of Fraternity and Sorority Life Events:* 100% of all chapters and 75% members, unless otherwise directed by FSL staff, must attend.
- *University Events:* 100% of all chapters and 75% of its members, unless otherwise directed by FSL, must attend.

***Note:** *These event dates will be given out at the beginning of each semester from the University and Office of FSL calendar. Dates may be added to the calendar but a two-week notification will be given and will be highly encouraged to attend.* *

Service Hours

It is the chapter's responsibility to submit and document all of their members' hours on theLink. The form can be found on the ATU Civic Engagement website. Service hours within the chapter are declared by the community service chair of the chapter. University service hours are determined by the Coordinator of Civic Engagement.

Philanthropy Donations

Philanthropy donation forms must be submitted to the Office of FSL 24 hours after a philanthropy event(s) is completed. The form is located on the FSL page on theLINK. Philanthropy includes any event or program intended to raise awareness, money, and/or goods to donate with no financial or material rewards.

Fraternity and Sorority Life Awards

FSL awards are designed to highlight and credit FSL organizations and supporters who excel in the areas of service, scholarship, and leadership. FSL awards, the Evening of Excellence, and the Order of Omega banquet serves as an opportunity for FSL to recognize chapters and individuals who devote attention to these important areas. FSL awards provide an objective appraisal of a chapter's performance and challenges each chapter to improve both programming and overall operations. This application should assist chapter in preparing annual inter/regional/national reports and awards.

All FSL award recipients will be determined from the "Chapter of Excellence Application". Each chapter **is asked to submit nominations** found on the forms tab of the FSL page on theLINK. All submissions will be reviewed by selected ATU campus partners and be evaluated by a rubric. For more details about the FSL awards, visit the FSL page on theLINK.

Awards will be given in the form of Recognition, Individual, and Chapter awards.

- Recognition Awards include:
 - Chapter Advisor of the Year
 - Faculty Member of the Year
 - Staff Member of the Year

- Individual Awards include:
 - Sorority New Member of the Year
 - Fraternity New Member of the Year
 - Greek Woman of the Year
 - Greek Man of the year
- Chapter Awards include:
 - Highest New Member Class GPA
 - Excellence in Scholarship
 - Excellence in Community Service
 - Chapter Programming
 - Campus Involvement
 - Chapter of the Year

New Member Education Policy

Purpose

The purpose of this operating procedure is to assist fraternities and sororities at ATU with recruitment and new member education efforts. This section is meant to educate fraternity and sorority members, their advisors, potential new members, and new members about the recruitment and new member education expectations and procedures from the Office of Fraternity and Sorority Life. The Office of FSL believes in partnerships with fraternity and sorority members, Graduate/Chapter Advisors, and (inter)national headquarters/boards to ensure a successful and positive experience fall involved. It is our philosophy that recruitment and new member education activities should support the mission and core values of Arkansas Tech University, the Office of Fraternity and Sorority Life, and each (inter)national organization.

Expectations of Conducting New Member Education Processes

- The academic mission of the institution will be upheld and promoted to potential new members (PNM).
- PNM must be in good academic standing with the University to continue with new member education process. **NOTE: Each council/chapter might have a set gpa requirement set by respective national organization.*
- New member education activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m. and will not include the presence or consumption of alcohol.
- No more than 12 hours of activity should be required of new members any given week. **NOTE: exceptions may be made for weeks that include (inter)national organization recognized ritual activity.*
- New members will be selected on the criteria set forth by the (inter)national organization.
- The education of new members will be free of any form of mental and/or physical abuse and hazing. **NOTE: the definition of hazing can be found on pg. 16 under the Anti-Hazing Policy section A1*
- Chapters will not engage in pre or post hazing activities. Hazing is NOT tolerated in any form – as part of the new member program or as acts of individual members of the chapter
- New members are required to complete the Prevent Zone Hazing Module sent by the Office of FSL before education process begins.
- New members will be thoroughly educated on the Arkansas Tech University Hazing Prevention Policy by the chapter.
- New members should never be subject to the following hazing activities which could include, but are not limited to sleep deprivation, servitude, and/or moral

degradation or humiliation. For more information, see the ATU Hazing Prevention Policy Located in the Student Handbook.

- New members should never be forced to stay or live anywhere against their will.
- Chapters will be in good standing with their (inter)national organization, their respective council, Office of FSL, and Arkansas Tech University
- Chapters will complete all required paperwork/online forms thoroughly, in a timely fashion and will not willingly omit any information or forge any signatures.
- Chapters are not to engage in any new member education activities outside of the parameters outlined by their (inter)national headquarters/organizations.
- All new member activities are to conclude by Reading Day of each semester.
 - See University/FSL calendar for date
- All new members must attend Greek 101 trainings hosted by the Office of FSL.
**NOTE: spring initiates must attend the Fall Greek 101 trainings if one is not provided in spring semester.*
- The position of Arkansas Tech University concerning a chapter's new member education process is that it will be a positive, uplifting, and educational experience for all involved. Names such as "Hell Week" should not be used in reference to pre or post recruitment and initiation activities.
- The practice of surprising new members with the date/and or time of initiation is not acceptable. New members should be informed about the date of initiation no later than one week after the education process begins.
- Members of the opposite sex will not be involved in new member activities.

New Member Rights

Purpose

The new member process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship and service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster **chapter** solidarity (not new member class solidarity), or other promote the institutional mission of the University.

No new member shall be required by any person or persons to perform any act which:

****NOTE: This list is only to provide examples and is not considered all inclusive***

- Interferes with the academic process – causes the new member to miss or be ill prepared for classes, labs, study sessions, and/or tests.
- Causes the new member to violate ATU policies or local, state, and/or federal law
- Requires or pressures the new member to consume any substance
- Prevents the new member from securing normal/healthy amounts of sleep
- Requires the new member to perform personal services for collegiate or alumni members
- Is sadistic and treats the new member in a “sub-human” manner
- Is illegal
- Is immoral
- Places the new member in physical danger or in jeopardy of losing their life
- Places severe emotional stress upon the new member
- Requires the new member to be present at activities for unreasonable periods of time
- Requires the new member to participate in individual questioning activities or line-ups
- Prescribes the wearing of anything to identify new member status (aside from the organization’s official new member pin as required by the (inter)national organization)
- Requires the new member to carry items they would not normally bear
- Requires the new member to answer the telephone in a manner unlike an initiated member would answer it
- Prevents the new member from speaking for a period of time
- Involves the abandonment of a new member or initiated member thereby requiring them to find their own way back to a specific location
- Requires the blindfolding of the new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for (inter)national ritual)
- Requires the new member to intentionally deface property or requires the new member to clean any property

- Requires new members to enter locations only from a specific entry point
- Requires new members to eat meals together, attend unscheduled “call-down” meetings, work out or sleep somewhere for any length of time
- Requires new members to address or refer to members in a manner different from how they are addressed by the general membership
- Requires new members to participate in scavenger hunts or similar activities by any name that involves taking items, time deadlines, etc.

*For more information, please see the ATU Hazing Prevention Policy.

New Member Forms

All forms submitted must include original electronic signatures by all required parties; without all of the electronic signatures, the paperwork will not be considered complete. Without the submission of the proper paperwork, recruitment and new member education registration will not be accepted or approved. Should recruitment and new member education activities begin without adherence to the policies and procedures mentioned in this document, recruitment and new member education activities will cease immediately and the organization will be referred for review by the Department of Student Conduct.

Organizational Qualifications for Recruitment and New Member Education Process

All organizations participating in recruitment and/or the new member education process must be in good standing with the Office of FSL, University, their respective council, and (inter)national organization. To be considered in good standing, organizations must be fiscally and judicially sound with those listed above. If any organization has a question regarding their status, they are to contact the Office of Fraternity and Sorority Life staff and/or their (inter)national organization.

Potential and New Members’ Qualifications for Recruitment and New Member Education Processes

All potential and new members must at least meet the organizations minimum academic (grades and credit hour) requirements in order to take part in recruitment and new member processes. The criteria designated by the (inter)national organization should be the only criteria used for qualifying individuals for members, unless determined by council. Individuals going through recruitment and new member education processes must be a registered student at the **Arkansas Tech University – Russellville Campus**. The organization’s council can raise the standard.

Timeline of Recruitment Activities, New Member Education Process and Initiation

All recruitment activities and new member education processes shall be conducted only in fall or spring semester of each academic year. FSL considers the start of the new member education process to be the point when the potential new member is being extended an invitation for membership/bid by the organization. **Regardless of start date, new member education activities SHALL be completed by Reading Day during the fall and spring semesters** (*check the ATU Academic Calendar each semester for this date*). The new member education process should not last any longer than what the (inter)national headquarters has approved. This must be communicated with the FSL staff as soon as the information is available.

If your (inter)national organization supports not initiating members prior to the release of grades for the semester they begin their new member education process, the Office of FSL at ATU needs a copy of the policy on file.

Initiation

Initiation is defined as *“the ceremony in which new members become members of the organization.”* It is the preference of the Office of FSL for this ceremony to take place immediately after the conclusion of the new member education process but if the respective (inter)national organization has a policy that request that initiation be postponed until grades are released for the semester that the new member education process takes place, the Office of FSL will grant an exception as long as a copy of the policy is on file.

Outline of New Member Process Activities

An outline of all activities conducted by the organization for new member education purposes and those that include any new member involvement must be submitted to the Office of FSL **two weeks** prior to the start of the new member education process through theLINK. These activities include but are not limited to the following:

- New member education sessions/workshops/trainings/courses
 - A summary of what will take place during each one must be included in submission
- Ritual or ceremony dates
- Study dates
- Initiation dates
- New member presentation dates
- Community service projects
- Any retreats/workshops/trainings
- Overnight activities

- Leadership development programs
- Big/Little activities
- Activities in which members will have an opportunity to meet and be involved with alumni
- Expectations of new members and active members during the new member education process (what you tell each group they can and cannot do)

***NOTE:** It is important for organizations to understand that the Office of FSL considers that if an activity has not been submitted and approved then it will not occur. If any activities outside of those submitted and approved occur, the organization will be subject to review for an alleged violation of the Student Code of Conduct by the University. Be sure to review the **Expectations of Conducting New Member Education Processes.**

CPC and IFC Recruitment & New Member Education

Registration Process & Procedures

Prior to any recruitment and new member education activities being planned:

- a. Each chapter will receive a letter from the Office of FSL certifying the chapter is in good standing for the semester and eligible for recruitment and new member education activities within ten (10) business days of the start of recruitment.
- b. The New Member Educator (NME) and Chapter president must schedule a meeting with the Office of FSL (chapter advisors and assistant new member educators may also attend but are not required) five (5) business days prior to the start of the New Member Education process. At this meeting, the NME and chapter president will go over the completed New Member Education Form (NME1) which can be found on the FSL page on theLINK. This form must be submitted before the meeting take place. ***NOTE:** failure to submit this form on theLINK prior to the meeting will result in the being rescheduled for a later date, which could result in a delay in the start of your new member process.

2. Following the meeting between the chapter representatives and the Office of FSL:

- a. Within five (5) business days, the chapter president and NME will receive confirmation from the Office of FSL certifying whether the new member education process registration has been approved or not approved based on the information submitted.
 - i. **ACCEPTED:** organizations may begin the new member education process.
 - ii. **NOT ACCEPTED:** organizations will need to submit additional information. It is important to understand that until approval from the Office of FSL is given to begin process, they will not be allowed to conduct any activities with the new members.
- b. Within three (3) business days after bids are extended (based on the timeline provided on the New Member Education Process Registration Form), the introduction of New Members Form (NME2) and the New/Transfer Policy Agreement form must be submitted on the FSL page on theLINK. The NME2 must include the names of all individuals who have accepted a bid for membership. Additionally, at this time any changes to the new member education registration form must be submitted.

3. Following Initiation:

- a. Within five (5) business days of initiation completion, chapter presidents must submit the End of New Member Process Report (NM3) to the Office of FSL on theLINK. ***NOTE:** failure to submit this form on time will result in a loss of social privileges the following semester.

4. Violations

- a. The Department of Student Conduct, in cooperation with the Office of FSL, will adjudicate alleged violations of the Recruitment and New Member Education operating procedure and/or Hazing Prevention Policy by organizations and its members. Violations of the Recruitment and Membership and Education Operating Procedure may include, but are not limited to: intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding recruitment and/or membership education without adherence to the policies and procedures set forth by the Office of FSL and not adhering to the policies of the (inter)national organization, Arkansas Tech University, and FSL as well as local, state, and federal laws. Penalties for violations may include, but are not limited to: probation for specified academic terms, with or without specified restrictions; loss of privileges including but not limited to the use of University space and facilities; and revocation of the privilege of being a registered student organization (RSO). At the beginning of an investigation, the (inter)national office of any student organization violating the Hazing Prevention Policy, Recruitment and New Member Education Operating Procedure will be notified of any alleged violations and possible sanctions.
- b. See the ATU Student Code of Conduct, located in the Student Handbook for more information.

5. Review New Member Education Policy for more information

**If there are any questions regarding paperwork that needs to be submitted or about processes related to the recruitment and membership education operating procedure, please contact the Office of Fraternity and Sorority Life at 479.968.0276*

NPHC Intake Policy

Purpose

These measures are in place to help secure a safe, open, and equal fraternity and sorority community. Each organization conducting membership intake is required to keep the Office of Fraternity and Sorority Life informed of all membership recruitment or intake activities each semester.

Members, new members, alumni and members of Graduate Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the NPHC intake procedures and the Hazing Prevention Policy to all members, new members, alumni and members of respective Graduate Chapters.

The steps listed below must be completed in addition to the National Organization's New Member Policies and Procedures for Intake. The following information is private and is only shared with the Office of Fraternity and Sorority Life staff. These items are required in order to ensure the safety of members and new members of NPHC organizations while preserving the traditions of the organizations.

1. Notify the Office of FSL of intent to have interest meetings.
 - a. All interest meetings must be submitted and approved on theLINK two weeks in advance.
 - b. List of meeting attendees (name and T-number) must be emailed to the office 24 hours after meeting has been conducted.
2. After new members are selected, the officer responsible for educating and/or facilitating the new member process must submit on theLINK the following to the Office of FSL one week prior to beginning the New Member Process
 - a. Day to Day schedule of New Member Program
 - i. Details of each meeting need to be included in submission
 - b. Email Name and T-number of selected members to FSL staff for Prevent Zone Hazing modules to be sent
3. Selected new members must complete the Prevent Zone Hazing module prior to beginning the new member process.
4. Select members must fill out the "New Member Agreement" form on the FSL page on theLINK
5. If new members would like to have a New Member Presentation, they may do so, but it is not mandated by the University. The following steps must be met. Failure to do so will result in the New Member Presentation being cancelled by the Office of Fraternity and Sorority Life.

- a. Submit Event on theLINK two weeks prior to the date of event
- b. New Member Presentations must be held **ON CAMPUS** and must have the location approved by the Office of Events and Office of FSL.
- c. Presentations should not disrupt classes or any other campus activity.
- d. Presentations will have a 30-minute grace period from the time stated on the event flyer and submission. Failure to start after the grace period, the chapter will be fined \$100 and \$50 for every 10 minutes over.
- e. All University policies and procedures must be followed.
- f. Please review New Member Education Policy for further information.

**If there are any questions regarding paperwork that needs to be submitted or about processes related to the recruitment and membership education operating procedure, please contact the Office of Fraternity and Sorority Life at 479.968.0276*

Anti-Hazing Statement

Arkansas Tech University has a **zero-tolerance** policy for the practice of hazing activities by any member of the University community. Members of the University community involved in, encouraging, aiding, and/or assisting in hazing or hazing related activities are subject to disciplinary action. Failure to report known hazing incidents may result in disciplinary action. For additional information on Arkansas Tech University's zero tolerance policy for hazing please visit www.atu.edu/nohaze or the Hazing Prevention Policy in the Student Handbook.

a) The Arkansas Tech University Student Handbook defines hazing as:

i. Any action or situation created by a member of the university community against another member of the university community that is negligent or reckless in nature, humiliating, degrading, endangers an individual, or unreasonably interferes with scholastic or employment activities. This action or situation may or may not be initiated for the sole purpose of affiliation or required as a condition or retention of membership into a group or organization.

b) Hazing in any form is prohibited.

c) The following reasons are not valid defenses for hazing activities:

- i. The express or implied consent of the individual was obtained;
- ii. The conduct or activity was not part of an official organizational or group event or was not otherwise sanctioned or approved by the organization; or
- iii. The conduct or activity was not a condition of membership or affiliation with the organization or group.

d) The privileges of membership into a fraternity and sororities at ATU are gained through the fulfillment of established, well-planned, and Fraternity and Sorority Life approved new member education programs and not through abuse, menial tasks, or harassment.

e) Reporting

- i. If there is a threat of immediate danger, call 911.
- ii. Complaints or reports of hazing activities should be reported to a university official or the local police. These university officials include the following:

Amy N. Pennington
Assistant Vice President/Dean of Students & Title IX
Coordinator
apennington@atu.edu
479.968.0407

Chelsea Neal
Associate Dean of Campus Life &
Student Union
cneal14@atu.edu
479.968.0267

Abby Davis
Athletic Director
adavis@atu.edu
479.356.2033

Joshua McMillan
Chief of Public Safety
jmcmillian1@atu.edu
479.968.0222

Arkansas Tech Fraternity and Sorority Life

Social Event Operating Policy

Purpose

The purpose of the Social Event Operating Policy is to assist fraternities and sororities at Arkansas Tech University (ATU) with the planning and execution of their social events. The operating policy is educational in nature and describes methods to use that can add safety at events being facilitated by fraternities and sororities at ATU. Following the Social Event Operating Policy will aid in compliance with federal, state, and local laws, as well as ATU policies on alcohol and illegal drugs. Complying with this operating procedure, University policies, and federal, state, and local laws could reduce the risk incurred on all chapter members, chapter officers, and volunteers at approved registered social events associated with a fraternity or sorority affiliated with ATU.

Education & Training

Each semester the Office of Fraternity and Sorority Life (FSL) will provide a Social Event Operating Policy training session. It is mandatory for the President, Risk Management Chair, and Social Chair from each chapter to attend this training before any social events may be registered, approved, and held by a chapter (should a chapter's structure not include a Risk Management Chair and/or a Social Chair, then another member from the chapter's executive board must replace that participant, ensuring that three (3) members from the organization are in attendance). Other members are invited and encouraged to attend these training sessions. If additional members are invited, please inform FSL at two days in advance to ensure proper accommodations are made. Only chapter members who have attended the mandatory training session will be able to submit Social Event Registration Forms to FSL via theLINK. If another member, who has not attended the trainings submits a form with his/her name on it, the form will not be considered valid and the event's registration will not be processed. Should a member who has not attended the training submit a form that falsely identifies him/herself as a member who has attended the training, a complaint alleging a violation of the Student Code of Conduct will be sent to the Department of Student Conduct. If a chapter does not send the appropriate number of students (3) to the Social Event Training, the chapter must hold a make-up meeting with an FSL staff member in order to gain social event privileges.

Terms & Definitions- As used in this document, the following terms are defined as follows:

- **Active Member:** any individual who is deemed active by the chapter and listed on the chapter's official chapter roster or any individual who is going through the new member process.
- **Beverage:** one (1) beer (12oz.) OR one (1) wine (5oz.) OR one (1) wine cooler (12 oz.).
- **Chapter Property:** the property owned or leased by the chapter; or property that is determined to house and/or host chapter members/non-members on a regular basis.
- **Co-sponsor:** an entity who provides assistance, financial or otherwise, to support an event; and/or two (2) or more chapters have an exclusive event (e.g. ABC fraternity invites only XYZ

sorority). A maximum of three (3) organizations/entities may sponsor/co-sponsor a single event. ***NOTE: If (inter)national policy is deemed more restrictive by FSL staff, then (inter)national policy must be followed.**

- **Event Monitor:** individuals who are responsible for checking identification, running the alcohol distribution station (for BYOB events), and monitoring the event for compliance with all applicable laws and policies. Chapters are required to assign at least one (1) event monitor for every twenty (20) invited or anticipated attendees at events hosted on chapter property or at a staffed or unstaffed venue. Event monitors shall not consume or be under the influence of alcohol, illegal drugs, or abusing legal drugs while serving as event monitor.
- **List Classification:**
 - o **Attendance List:** a list provided to FSL that includes the names and T-numbers of all members and non-members who are attending the social event. This list should be kept in chapter records for at least seven (7) years.
 - o **Event Monitor List:** a list that includes the name of all members of the chapter who will be responsible for the safety and security of those attending the event. Chapters are required to assign at least one (1) event monitor for every twenty (20) invited or anticipated attendees at events hosted on chapter property or at a staffed or unstaffed venue.
- **Local/State/Federal Law:** includes but is not limited to the laws of the State of Arkansas, Pope County, and the City of Russellville. Local laws and ordinances can be retrieved by contacting the Russellville Police Department.
- **Minor:** an individual who is less than 21 years of age and unable to purchase, possess, or consume alcoholic beverages.
- **Risk Management Policy:** each chapter's (inter)national policies in reference to alcohol, controlled substances, fire/housing safety, hazing, sexual harassment/abuse, etc. Policies can be retrieved from each (inter)national headquarters or organization.
- **Social Event:** an event deemed to be within the scope of a chapter function, located on or of chapter/University property, which involves a gathering of members and/or guests of the host organization. Social events may or may not include alcohol and are expected to follow this operating procedure, all (inter)national policies, and local, state, and federal laws 24 hours a day, 7 days a week, 365 days a year.
- **Tavern:** an establishment generating more than half (50%) of annual gross sales from alcohol.
- **University Operating Procedure:** policies set forth for students and/or Registered Student Organizations by ATU offices/departments. Policies include, but are not limited to, Fraternity & Sorority Crisis Management Procedure, Social Event Operating Policy, New Membership Intake Operating Procedure, etc.
- **University Policy:** policies set forth for students and/or Registered Student Organizations by ATU. Policies include, but are not limited to, Student Code of Conduct, undergraduate catalog, FSL Policies and Procedures Handbook, etc.
- **Venue:** the place where an event is held.
 - o Staffed Venue: any location that is staffed by individuals who will ensure control of the event. (e.g. Russellville Country Club, Old Bank, Cagle's Mill, etc.)
 - o Unstaffed Venue: any location such as a park or lodge that is not staffed by individuals who will ensure control of the event. (e.g. Lock & Dam, Local Parks, Point Remove Lodge, Mak Daddy's etc.)

Contracts

Contracts with venues are not to be signed by chapter representative until the event has been properly submitted and approved with the Office of FSL.

Overall Social Event, Risk Management, and Alcohol Operating Procedures

This Operating Procedure was developed with adoptions from the Fraternal Insurance Programming Group (FIPG), FRMT, Ltd., and other risk management best practices.

***NOTE:** *Your (inter)national organizations may have policies that are different from the Social Event Operating Procedure. With this in mind, your chapter should remain compliant with whichever policy or operating procedure is more stringent unless otherwise stated. If you have questions regarding anything within this operating procedure, contact a FSL staff member.*

- A. The possession, use, or consumption of alcoholic beverages by individuals at locations off chapter/University premises or during a chapter event, in any situation sponsored or endorsed by the chapter, or in any event an outside observer would associate with a chapter, must be in compliance with any and all applicable laws of the state, county, city, and institution of higher education and must comply with the Fraternity & Sorority Life Social Event Operating Procedure.
- B. No alcoholic beverages may be purchased through chapter or council funds nor may the purchase of alcohol for members or non-members be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or council.
- C. The purchase or use of a bulk quantity of common sources (e.g., kegs, cases, party balls, jungle juice/hunch punch, ice luges, and shots) is prohibited.
- D. Attendance lists are required for all social events, and must be submitted to the Office of FSL by NOON the next business day following the event via email.
- E. There can **ONLY** be **twenty (20)** non-ATU students in attendance at any social
 - a. The list of non-ATU students must have the Name and DL number. A list of Non-ATU students must be turned into the Office of FSL by NOON the next business day following the event. This list must include, name (first and last) and Driver's license number. Chapters should retain their Attendance List for at least seven (7) years in their chapter files.
- F. ATU Student Affairs staff will be on a rotation to attend approved social events.
- G. Presenting false identification or impersonating another individual is prohibited.
- H. No members, collectively or individually, shall purchase for, serve to, give, or sell alcoholic beverages to any minor.
- I. Alcohol should not be served to individuals who appear intoxicated.
- J. No chapter/council may co-sponsor or gain sponsorship for an event with another entity (Registered Student Organization, alcohol distributor, charitable organization, tavern) where alcohol is given away or subsidized by the entity.
- K. No chapter/council may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups, chapters, undergraduate, or alumni members.
- L. All activities associated with recruitment/intake/new member activities must be completely alcohol free. No recruitment/intake/new member activities may be held at or in conjunction with a tavern or alcohol distributor.

- M. All philanthropic activities or any activities associated with philanthropy must be alcohol free and cannot be co-sponsored or held with an alcohol distributor or tavern.
- N. No member shall permit, tolerate, encourage, or participate in “drinking games” during chapter social events. 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”, “flip cup”, “ice luges”, or any other activity involving the consumption of alcohol which involved duress or encouragement related to consumption of alcohol.
- O. Non-salty foods and alcohol-free beverages must be made available at all social events if alcohol is present.
- P. All social events must be registered and approved with the Office of FSL before the event can occur and before any advertisements and promotions go out. If there is evidence that an advertisement has been released before the chapter has received confirmation from the FSL, the event will be cancelled.
- Q. Chapter hosting the event is **required** to check ALL attendees in on presence using the event code.
- R. Social events taking place off campus/University property must end by 2:00am and may last no longer than five (5) hours. Social events within campus/University property must end by 1:00 am and may last no longer than five (5) hours. **Exceptions can be made for special events at the discretion of the FSL.*
- S. Social events with alcohol can only occur on Thursdays, Fridays, and Saturdays at locations off of campus/University property. Exceptions can be made for special events at the discretion of the Office of FSL. Clearance for these exceptions must be made before a social event is planned with a venue.
- T. No more than two (2) social events on the same date will be approved.
- U. Social events with alcohol are allowed only when school is in session during the fall and spring semesters; after fall formal recruitment has ended. Social events with alcohol are not permitted during the summer or during holiday or designated university breaks. Additionally, at the beginning of each semester, no social events with alcohol may take place to allow for social events to be properly registered and approved following Social Event Training.
- V. All non-members in attendance must be at least 18 years of age.
- W. The facility and property where the event was held must be cleaned and restored to its original condition before leaving the venue.
- X. Any event, which does not involve alcohol but is held at a venue where alcohol is served or accessible, needs to be registered. These events include, but are not limited to: date functions, formals, exchanges, semi-formals, anti-formals etc.
- Y. All fraternal organizations will be allowed to host, sponsor, or co-sponsor no more than three (3) social events with alcohol per month.
- Z. All events must have a non-alcoholic, and non-discriminatory title and/or theme. For guidance on themes or titles, please see an FSL staff member. Advertisements for events shall not promote the consumption of alcoholic beverages or drink specials.
- AA. Attendance list is limited to three (3) guests per member, or the number established by your national organization, if one policy is stricter than the other.

- a. The number of people attending a social event cannot exceed the fire code occupancy for the premises (note: monitoring this guideline is the responsibility of the Third-Party Vendor when an event is held at a bar, club, or tavern, but the chapter should be aware of the fire code occupancy).
 - b. On-campus social events can meet the occupancy capacity of the given event space instead of a 3:1 ratio
- BB. No events will take place more than 250 miles from the University, unless approved by the Office of FSL.
- a. Overnight events will require a letter from the (inter)national organization/headquarters stating they are aware of the event taking place before it can be registered.
- CC. Under no circumstances should a venue's safety cameras and their views be obstructed (whether the venue is on or off-campus)

Event Classifications

- o **Alcohol Free:** an event, on or off chapter/University property, in which no alcohol is allowed.
- o **Bring Your Own Beverage (BYOB):** an event, which members of the chapter and their guests are allowed to bring their own alcoholic beverages to consume. No alcoholic beverages may be purchased through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter. No alcohol is allowed on ATU property, including off-campus facilities owned or operated by ATU.
- o **Third Party Vendor:** an event, located off chapter/University property, in which a licensed and contracted bartender is serving the alcohol. No alcoholic beverages may be purchased from the Third Party Vendor or others through chapter funds nor undertaken or coordinated by any member in the name of, or on behalf of, the chapter.

BYOB Event Guidelines

***NOTE:** The guidelines listed below are in addition to the Overall Social Event, Risk Management, and Alcohol Operating Procedure.

1. Event Monitors

- Each host chapter, and any chapter that is co-sponsoring, shall designate at least one (1) event monitor, to every twenty (20) chapter members and non-members in attendance, who are to remain substance free prior to and for the duration of the event.
- Event monitors are responsible for checking identification, running the alcohol check-out station, and monitoring the event for compliance with all applicable laws and policies.
- Security staffing is required, and must be approved by FSL staff.
- Half of the event monitors should be at least 19 years of age.

2. Point of Entry/Exit

- There will be one (1) point through which all chapter members and non-members attending the event will enter and one (1) point through which all chapter members and non-members attending the event will exit. These locations do not need to be the same.
- Before entering, each chapter member and non-member must present a valid, state-issued photo identification card.
- Upon presentation of the photo identification, chapter members and non-members should be marked as “Attended” on the guest list. It is recommended to have a sign-in list where the attendee will draw their signature.
- Persons 21 years of age or older will receive a wristband and a drink voucher that includes the number of drinks that individual brought (a sample template can be provided by FSL) or drink tickets equaling the number of drinks that the individual brought. Persons under the age of 21 will be marked with the letter “X” to indicate alcohol cannot be checked-out to them.
- No person may enter or exit the location with an open container of alcohol.
- Event monitors reserve the right to refuse admittance to anyone if they are visibly intoxicated or provide indication that their presence will be disruptive to the environment.

3. Alcohol Check-Out Station

- All alcohol that is brought must be deposited at a single alcohol distribution station.
- Alcohol can be retrieved by presenting a drink voucher or ticket. The voucher must be marked by the distributor each time a drink is retrieved. If drink tickets are used, a drink ticket must be collected each time a drink is retrieved.
- Wine coolers or wine must be poured into a plastic cup.
- At the end of the event, all unclaimed alcohol must be dumped out. Consumption of unclaimed alcohol is prohibited.
- Any individual distributing alcohol must be at least 21 years of age or older, must be a current active member of the sponsoring or co-sponsoring organization(s); and shall not consume or be

under the influence of alcohol, be under the influence of illegal drugs, or abusing legal drugs while serving as event monitor.

- BYOB social events allows for each chapter member and non-member who are of legal drinking age to bring a maximum of six (6) 12oz. cans of beer OR four (4) 12oz. wine coolers OR one (1) 1.75-liter bottle of wine. Glass bottles are not permitted. Wine or wine coolers are to be poured, by the owner, into a plastic cup.

4. Outside Social Events

- Social events that will be held outside or both in and outside require that the area in which chapter members and non-members will congregate be fenced off.
 - Chapter members and non-members are not allowed in unfenced outdoor areas with open containers.

Third Party Vendor Event Guidelines

*NOTE: The guidelines listed below are in addition to the Overall Social Event, Risk Management, and Alcohol Operating Procedure.

****For Third Party Vendor events being held at UNSTAFFED venues please meet with a FSL staff person to review the event.****

1. For a chapter to hold an event with a Third-Party Vendor, the vendor must meet the following standards requirements:
 - a. Be properly licensed to sell/serve alcohol by both local and state authorities.
 - b. Be properly insured with a minimum of \$1,000,000 (one million dollar) of general liability insurance.
 - c. Have as part of the general liability insurance coverage, “off premise liquor liability and non-owned and hired auto coverage”.
 - d. Be willing to name as the additional insured the local chapter of the fraternity/sorority hiring the vendor, as well as the (inter)national organization with whom the local chapter is affiliated.
 - e. Alcohol with Third Party Vendors at Staffed Venues
 - f. The chapter may hire/pay the vendor for the following: rental of the facility, labor for bartenders, or security, music/entertainment.
 - g. The chapter/individuals is not permitted to purchase alcohol to be given away. (e.g. chapter pays \$1,000 and everyone drinks free during the event)
 - h. The chapter/vendor is not allowed to collect a cover charge and then provide free drinks during the event.
 - i. Alcohol is purchased by chapter members and non-members directly from the vendor.
 - j. Vendors are not allowed to offer drink specials specifically for the social event.
 - k. Event Management – Responsibilities of the Vendor
 - l. Check identification card upon entry and cross reference with the guest/attendance list.
 - m. Identifying those 21 years or older AND those between the ages of 18 and 20 years of age.
 - n. Ensure no minors are served.
 - o. Not serving individuals who appear to be intoxicated
 - p. Maintaining absolute control of all alcoholic containers.
 - q. Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be given, sold or furnished to the chapter).
 - r. Providing security guards.
 - s. Removing all alcohol from the premises.
2. Event Management – Responsibilities of the Host Chapter(s)
 - a. Each host chapter, and any chapter that is co-sponsoring, shall designate one (1) event monitor, for every twenty (20) members non-members in attendance, who are to remain substance free prior to and for the duration of the event.
 - b. Ensuring that chapter members and non-members are adhering to all FSL, University, and (inter)national policies; as well as all local, state, and federal laws.
 - c. Transportation (Note: transportation is only required by the FSL if it is required by your (inter)national Organization. Please consult your individual organizational policies.)

- i. Transportation to a Third-Party Vendor event that is not within walking distance of the campus is the responsibility of host chapter(s).
 - d. Transportation must be provided by a commercial transportation company (e.g. charter bus company, Uber, Lyft, etc.) and everyone other than the Event Monitors must get to the event via the contracted transportation. Transportation may also be provided by an organizational responsible driver program. A responsible driver program is a group of sober drivers designated by the organization to transport guests. Guidelines of a responsible driver program are outlined below:
 - e. Driving responsibilities should be distributed equally among all members and associate members.
 - f. Chapter should establish a start and end time for the responsibilities.
 - g. Designated driver should answer calls during assigned time.
 - h. Driver should restrict the number of people in the car to the number of working seatbelts.
 - i. Designated drivers should ensure guests are following applicable state and seatbelt laws. All drivers in the program should meet the following requirements:
 - j. Drivers should have a valid driver's license and have personal auto liability insurance coverage.
 - k. Designated driver should always be alcohol and drug free.
 - l. Drivers should be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education (e.g., traffic laws).
 - i. Open containers/drinking alcohol is not allowed while on board the contracted transportation vehicle or responsible driver program.
 - ii. Transportation should run continuously between the event location and the drop off location.
- 3. Outside/Outdoor Social Events that will be held outside or both in and outside require that the area in which chapter members and non-members will congregate be fenced off.
 - a. Chapter members and non-members are not allowed in unfenced outdoor areas with open containers

Social Event Registration Guidelines

- A. All social events that take place must be registered and approved with the FSL on the LINK **fourteen (14) days** prior to the event date.
- B. Overnight events must undergo a pre-registration meeting with the Office of FSL at least **thirty (30) business days** prior to the event. All information about the event must be completed and turned into the Office of FSL by the scheduled meeting taking place **fourteen (14) days** prior to the event.
- C. Once a social event has been submitted, the social chair, risk management chair, and/or president must schedule a meeting with the Office of FSL at least **five (5) business days** prior (on/off campus) or **fourteen (14) business days** (overnight events). For the meeting the chapter representatives must e-mail the Office of FSL the event information. The email should look like the one below but with the correct information pertaining to the event:

Good Morning,

The Social Event will take place at the Pope County Fairgrounds at 500 S Knoxville Ave. Russellville AR 72801 from 9PM to 2AM. The theme is Daisy Dukes and Cowboy Boots

The Estimated Total attendance for the social is 375 people. (95 members from ATO, Pike, and Kappa Sigma, 280 Non-Members)

The Event Monitor List to satisfy the 20-1 Attendee to Member Ratio includes :

Insert monitor names here

Event Info: ****example**** The event will have a live DJ. The fraternities are providing store bought sealed water bottles for attendees throughout the event. There will be 6 porta-potties provided for attendees. There is one entrance and one exit, and no re-entry allowed. No Alcohol or any containers or substances will be permitted or allowed on the property.

The attendance list will be delivered via email before noon on **date of event**.

Let me know if you have any more questions!

- D. Falsification of information on event registration/notification forms is a violation of the Student Code of Conduct and will result in cancellation of the event and referral for review by the Department of Student Conduct.
- E. For chapters co-sponsoring events, the representatives (social chair, risk management chair and/or president) from each chapter must be present at the Social Policy meeting with the Office of FSL.
****NOTE: Failure to comply with these requirements will result in cancellation of the social event.**

Off-campus, Multi-day/Overnight Social Events Policy

1. Overnight events must undergo a pre-registration meeting with the Office of FSL at least **thirty (30) business days** prior to the event. All information about the event must be completed and turned into the Office of FSL by the scheduled meeting taking place **fourteen (14) days** prior to the event.
2. Accommodations must be made for guests who want to sleep in separate rooms than their dates.
 - a. Overnight events will require a letter from the (inter)national organization/headquarters stating they are aware of the event taking place before it can be registered.
3. During the consultation, the host chapter must bring:
 - a. Comprehensive guest/rooming list.
 - b. Comprehensive Prevention Plan that addresses but is not limited to safety in the location, sexual assault prevention, noise and behavior control, and how to ensure overconsumption of alcohol does not take place.
 - c. Organization's risk management plan tailored to the route being taken to the destination and at the destination.

Emergency Management Procedure

The following guidelines should be used in the event of an emergency situation (this plan should at least include chapter member and/or non-member being: non-responsive; violent; severely intoxicated; brought to the hospital; injured before/during/after an event; theft or robbery; fire; severe weather; and/or the chapter property is: vandalized, destroyed etc.).

- **Step #1:** Make the following phone calls Emergency Services. For immediate help CALL 911 Public Safety (if on campus) To report a crime (479) 968-0222 Chapter Advisor (Inter)national Organization
- **Step #2:** Close the facility/End the event. The president cannot give instructions and maintain control if members are leaving and strangers are entering. Permit only your members, alumni, appropriate officers, and University officials to enter the chapter facility. All non-members should be dispersed immediately. If a crisis occurs at a location other than a chapter facility at which the chapter is sponsoring the event, identify a common meeting place at once and give instructions under the same closed-meeting status.
- **Step #3:** Assemble your chapter members. Assemble your chapter members for a chapter meeting. It is important that you and your chapter members remain calm until the situation is under control. Explain to them that there is an emergency situation and that the chapter is ceasing activity. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until police arrive or your Chapter Advisor arrives. Instruct your members that they are not to make statements to anyone other than police or fire officials. The president will make any appropriate statements to the media after the situation is under control and the content of any statement has been discussed.

- **Addendum 1** – Criteria for Determining a Chapter Event (In the Event of an Alleged Incident/Charge) Chapters may be held accountable for a violation of the Student Code of Conduct when one or more members or guests commit an offense, and any of the conditions below apply:
 - Is sanctioned by an officer of that same organization
 - Organization funds are used to finance the venture
 - Is substantially supported by the organization's membership
 - Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
 - The organization fails to report or chooses to protect those individuals
 - When the behavior relates to the University, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it.
 - Organization resources (ex. chapter or organization listservs, Facebook sites, etc.) were used to communicate information about the event.

****These criteria may be used when determining whether a function will be considered a chapter event for conduct investigation and hearing purposes:**
- **Addendum 2** – Violations, Investigations, Hearing, and Sanctions Violation:
 - A violation is defined by the FSL as a breach of any part of the Social Event Operating Procedure and Registration Process. Should an alleged violation be discovered or reported to FSL, an investigation will be conducted in accordance to the Student Code of Conduct.

Additional Risk Policy

- Along with the Social Event Operating Procedure, New Member Education Policy, and Intake Policy the purpose of the Fraternity and Sorority Life Additional Risk Policy is to provide risk management standards for fraternity and sorority chapters, councils, and social Greek-letter organizations recognized within Fraternity and Sorority Life.
- Arkansas Tech University reserves the right to address, through the Student Code of Conduct or Student Organizations Conduct processes, incidents which occur off-campus that may endanger that health, safety, and welfare of others and/or adversely affect the University and/or the pursuit of its objectives.
- All ATU students are expected to adhere to all local, state, and federal laws.
- All member chapters and individuals of the ATU fraternity and sorority community are expected to adhere to the constitutions, by-laws, and policies of their National and local organizations and of their governing council.
- All chapters are required to keep a current copy of its national risk management policies (or equivalent documentation) and chapter policies on file in Fraternity and Sorority Life.

Discrimination, Harassment, and Abuse

- Arkansas Tech University fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, religion, ethnicity, ability, national origin, age, gender identity, sex, sexual orientation, or veteran status may be severely sanctioned.
- Any activities or events, whether on Arkansas Tech University premises or an off-site location, which are demeaning to an individual, is prohibited and not tolerated including but not limited to:
 - Personal harassment and/or verbal abuse
 - The threat to inflict physical harm, physical abuse, mental distress, or injury to any person
 - Actions that inflict personal harm, physical abuse, mental distress, or injury to any person
 - Non-physical or physical coercion
 - Slanderous, false or malicious statement(s) about a person or defamation of character
 - Endangerment of the health and safety of self and/or others
- Harassment is specifically prohibited on the Arkansas Tech University campus or in connection with any of the programs and activities it sponsors. Students committing harassment are subject to university disciplinary action as well as possible criminal action.
- The complete Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedure are located in Article III, Section F of the ATU Student Code of Conduct.
- The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity or sorority event is prohibited.

Fire, Health, and Safety

- Chapters using Arkansas Tech University and non-University owned spaces must adhere to any safety standards outlined by the university and/or off-campus venues as defined by the Student Handbook.
- The possession and/or use of firearms, weapons, explosive or incendiary devices of any kind within Arkansas Tech University premises during a chapter event or activity are prohibited.
- Candles, incense, and other open-flame devices are not to be used within Arkansas Tech University premises or individual rooms.
- Tampering, damaging or removing fire safety equipment is prohibited.

***NOTE:** changes to this document may occur at any time. The most up-to-date version can be found on the Fraternity and Sorority Life page on theLink and the FSL website (atu.edu/fsl).