

Purdue University
Multicultural Greek Council Health, Wellness & Safety Policies

Approved: December 2022

“Unofficial” Chapter Events

Some chapters participate in gatherings, functions, parties, socials, or events (hereafter referred to as “event(s)”) held away from a recognized chapter house in an attempt to circumvent the spirit and intent of organization policies. Most of these events occur at private residences--apartments, rental houses, of members or at the residence of a non-member and are classified as “unofficial” because they are “not chapter sponsored.” The risks posed by such events are often more substantial than “official” chapter events. These parties should all follow the guidelines outlined below. See Appendix B for registration for rules and guidelines.

Alcohol and Drugs

1. The possession, sale, use or consumption of alcoholic beverages, while on chapter-affiliated premises (see “unofficial” chapter events section) or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines. Violations of university policy or local, state or federal laws may be adjudicated through multiple processes.

a. There is no approved method for a chapter providing alcohol to others. The primary reason for the BYOB or Third Party Vendor events is that it places the onus or emphasis for consumption on each individual who is of the legal age rather than on the officers, the chapter, the alumni or alumnae corporation or the national organization.

b. Simply because an officer or member decides or declares that an event is not associated with the organization does not mean that if something goes wrong, the chapter and members may not be named in a lawsuit or otherwise held accountable. Therefore, it is safer and more sensible to assume that any time more than two members or initiated members are involved in an event, it will be considered a chapter event, and the policies apply.

c. BYOB guidelines provide that an individual of legal age may bring only one six-pack of 12-ounce beers or one four-pack of wine coolers to an event for personal consumption. No more than 4 drinks pre-packaged and sealed under 15% ABV

d. Under Indiana Law, it is illegal for a person under the age of 21 to possess an alcoholic beverage (IC 7.1-5-7-7), to operate vehicle with blood alcohol level of .02g% if under 21 (IC 9-30- 5-8.55), to possess a false identification with the intent to violate alcoholic beverages laws of the State of Indiana (IC 7.1-5-7-3), and to provide, furnish, sell, barter, exchange, or give away an alcoholic beverage to a person under age 21 (IC 7.1-5-7-10,11).

Based on: FIPG, Inc.. (2013) FIPG Risk Management Manual. 7-8, 14-17, 20-21. 2

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in

the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs, beer troughs, coolers of alcoholic punch/juice, or cases, is prohibited.

3. Open events, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, are forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

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

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

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

10. No alcohol shall be present at any membership intake/new member education program, activity or ritual of the chapter. This includes but is not limited to activities associated with "crossing", "big brother/big sister night," new member/neophyte presentation event, and initiation.

Third Party Vendor Guidelines:

2. When hosting a Third Party Vendor event, vendors must

Based on: FIPG, Inc.. (2013) FIPG Risk Management Manual. 7-8, 14-17, 20-21. 3 1. Be properly licensed by the appropriate local and state authority. This includes a liquor license (may be temporary) to sell on the premises where the event is to be held if alcohol will be sold.

- a. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The “certificate of insurance” should also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.” The certificate of insurance must name as additional insured (at a minimum) the local chapter of the organization hiring the vendor as well as the national organization with whom the local chapter is affiliated.)
- b. Agree in writing to sales only collected by the vendor, during the event.
- c. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking state issued identification card upon entry;
 - b. Not serving minors;
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of all alcoholic containers present;
 - e. 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);
 - f. Removing all alcohol from the premises.

3. BYOB Procedures:

- a. One entrance to the event area will be designated.
- b. Wristbands are the preferred method of identifying those of legal drinking age, not just a marker.
- c. Co-sponsoring chapters are responsible for checking the government issued ids and issuing wristbands to their members and individuals on the guest list they submitted.
- d. Everyone brings their own alcohol. This includes members, guests, and alumni. Bags should be opened to show that alcohol or other containers are not brought into the event without the organization’s knowledge.
- e. Alcohol brought to the event by an individual of legal drinking age is for that individual’s consumption and the alcohol is not to be given away, sold, or otherwise provided to others.
- f. Alcohol is limited to 4 sealed and pre packaged drinks under 15% ABV per person
- g. The number of bartenders must be equal to or greater than the number of cosponsoring chapters.
- h. It is recommended that each co-sponsoring chapter must provide at least one (1) sober bartender over the age of 21.
- h. For those of legal drinking age, a ticket is given for each beverage that is checked in at

the beginning of the event and personalized with the type of drink the individual brought.

i. When guests of a legal drinking age want one of their beverages, they turn in a ticket and/or present their wristband, which is marked with the number of beverages, to obtain one of the drinks they bought. To obtain additional beverages, an empty container should be turned in with another ticket and/or presented with their wristband to mark off an additional drink number.

j. Individuals should not leave with any leftover alcohol. At the end of the event, it is recommended that the host organization immediately dispose of the alcohol left by guests.

5. Hazing

In the state of Indiana hazing is defined as “forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” Hazing is illegal in the state of Indiana and may resort in a Class B or Class A misdemeanor or a Class D felony depending on the circumstances. (IC 34-30-2-150) 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/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law." (Purdue Policy IV.A.3, III.C.1, III.A.4, Regulations and Procedures for Recognized Student Organizations Section VIII) Based on: FIPG, Inc.. (2013) FIPG Risk Management Manual. 7-8, 14-17, 20-21. 4

6. Education

Each fraternity/sorority shall annually instruct its students and alumni/alumnae in the Health and Safety Policy of Purdue University's MGC. Additionally, all students and key volunteers shall annually receive a copy of the Health and Safety Policy and a copy of the policy shall be available on the Fraternity, Sorority and Cooperative Life website. See APPENDIX A for “Guidelines for Conducting New Member Education/Membership Intake”

7. Pre/Post Parties

Pre-parties, kickbacks, pre-gaming, after-parties and other spontaneous or planned events are events

involving the chapter. It does not matter where or when the events are held—if members are present, it is a chapter function, regardless of what members might call the event. If someone would be likely to perceive the event as a chapter event, i.e., if members or new members/neophytes or initiated members are present, then it will be considered a chapter event.

8. Social Fundraising Event Procedures

a. Security

- i. Approximately one-half hour before the start of the event, the president, vice president, or the event chairperson of the organizing MGC group and a security team representing the organizing MGC group, must meet with Purdue University police officers.
 - a. The purpose of this is to let the police officers know how to identify the security team and to know who will be responsible for assisting with the security during the event. b. A security team shall consist of at least four people from the organizing MGC group or other assisting MGC groups. The members of the security team must be registered Purdue university students. The organizing MGC group is responsible for making all the security arrangements.
- ii. At this meeting a representative of the organizing MGC group will supply the officers with a list of the names of the security team, the group's event chairperson, vice president, and president.
 - a. If this meeting does not go on as planned, and if all security personnel do not attend, police officers may be forced to cancel the event.
- iii. No member of the security team will be allowed to consume alcohol while on duty as security. The members working security will be distinguished by an "ID card or badge" with SECURITY printed clearly on the front. There may be no substitutes made for the named security personnel for the evening. The security team and the organizing group's president, vice president, or event chairperson must remain at the site throughout the event.
- iv. Each event will begin no later than 10:30 p.m., and music and dancing will stop at 2 a.m. unless approved by the registered venue.
- v. At the end of the event, Purdue police officers will be present to help the security team clear the facility and the immediate area surrounding the facility, such as hallways, staircases, and parking area. The president, vice president, or event chairperson and members of the security team shall remain at the facility until the crowd is completely dispersed.
- vi. Venues must have an evacuation plan to be able to host an event. A copy of the most recent fire and safety inspection may be requested by the hosting organization. Additionally, they must meet all state standards if alcohol is to be served.

Based on: FIPG, Inc.. (2013) FIPG Risk Management Manual. 7-8, 14-17, 20-21. 6

b. Gate Policy

The following is a list of policies for entrance into the event, to be displayed at the entrance of the event:

- i. No containers will be allowed into a facility.

- ii. No one who is considered intoxicated will be allowed into an event.
- iii. No one who is exhibiting signs of violence will be allowed into an event.
- iv. No one with a weapon will be allowed into an event.
- v. College or University IDs shall be required for admission, except in the case of alumni. a. In the case of alumni, a state/federal ID and an affiliated undergraduate member of the organization sponsor shall be required for admission.
- vi. Anyone who has been ejected from an event will not be allowed back in.
- vii. Each organization reserves the right to refuse admittance.
- viii. A guest list of all attendees should be compiled as attendees enter the event and be readily available at the entrance.

9. Altercation Policy

The security team will ask anyone who begins to exhibit signs of violence to leave to prevent a fight.

The following is a list of rules if an altercation occurs:

1. Anyone who is involved in an altercation including anyone who retaliates or oversteps his/her security authority, will be escorted out of the facility, and the police will be called to handle the situation further.
2. Names of all people involved in an altercation of any kind (verbal or physical) will be given to the Purdue Police Department.
3. If two altercations occur within one night, the event will be brought to an immediate halt by the organizing group and the facility will be cleared.
4. Regardless, police officers or security team may stop the event at any time because of issues of safety.
5. Anyone involved in an altercation will not be allowed to attend future events.
6. A list of names of anyone who has participated in an altercation must be circulated by the organizing group to the Purdue Police Department and other MGC organizations to ensure that he/she is excluded from all social events.
7. If an altercation is determined to be the fault of the organizing MGC group because it did not follow this policy or refused to cooperate with University officials, its privileges for conducting any activities will be withdrawn and disciplinary action may follow.

10. Purdue University Medical Amnesty Policy

In cases of student intoxication and/or alcohol poisoning that occur on the West Lafayette campus, on the premises of a Recognized Student Organization or at a function sponsored by a Recognized Student Organization, the intoxicated student, as well as the student(s) seeking medical attention on the intoxicated student's behalf, will be exempt from Disciplinary Sanctions related to alcohol consumption.

In circumstances involving a Recognized Student Organization, the willingness of the members involved in seeking medical assistance for a member or guest will be viewed as a mitigating factor in the review process for the Recognized Student Organization for any possible violations (*Purdue Policy WL-7*).

Based on: FIPG, Inc.. (2013) FIPG Risk Management Manual. 7-8, 14-17, 20-21.

Appendix A: Guidelines for Conducting New Member Education/Membership Intake

The purpose of this document is to provide student organizations, advisors, and prospective members with a source of information and resources regarding New Member Education and Membership Intake. Chapter/House Members, Chapter/House Advisors and Fraternity, Sorority, and Cooperative Life staff aim to work together to ensure a successful and positive experience for all involved.

In order for the Fraternity, Sorority, and Cooperative Life office to assist organizations with the new member process and avoid potential problems, organizations should adhere to the following guidelines if they are to conduct new member processes at Purdue University.

1. Goals of New Member Education

A good new member education process...

- a. Provides opportunities to develop meaningful relationships among new members and between new members and current members.
- b. Encourages mutual support of fellow fraternity, sorority, and cooperative members.
- c. Teaches leadership and self-governance.
- d. Allows members to become part of an identifiable group without losing their own individuality. • Values diversity and inclusion.
- e. Encourages scholastic development by providing a conducive study atmosphere and recognizing academic achievements.
- f. Teaches teamwork and facilitates positive group dynamics.
- g. Exposes new members to broad social and cultural experiences, both within and outside of the fraternity/sorority/cooperative community.
- h. Promotes a lifelong commitment to the organization.
- i. Is a positive experience that enhances a student's overall college experience.

2. Expectations of New Member Education/Membership Intake

- a. Notify your FSCL advisor of your intent to conduct intake or hold a new member education process.
- b. The New Member Educator/Intake Coordinator is expected to attend New Member Educator Training.
- c. The New Member Educator/Intake Coordinator is expected to submit the New Member Education Guidelines and
- d. Program Submission form before the new member education/membership intake process begins.
- e. Each new member should complete the Membership Form in BoilerLink within 72 hours of accepting an invitation to begin the new member education/intake process.
- f. A Discontinuation Notice should be submitted to the FSCL office for each new member who discontinues the new member process within one week of the new member's discontinuation.
- g. New member programs should not exceed 12 weeks and must be completed by Sunday before the start of Dead Week. The recommended duration of new member programs is 8 weeks or less.

- h. New member programs should be in compliance with all Purdue University policies, policies of your governing council, policies of the inter/national organization, state, federal and local laws.
- i. Chapter will send all new members to the New Member Orientation program or face fines of \$25 per new member that does not attend.
- j. All new members must be current Purdue University students.
- k. Chapter/house advisors, faculty advisors, and inter/national organizations should be aware of the new member education program taking place and receive a copy of appropriate documents.
- l. The MGC/NPHC Presentation of New Members Guidelines/Acknowledgement should be submitted in BoilerLink at least two weeks before the presentation.
- m. New member education activities should not occur between the hours of 12am and 7:30am.
- n. No more than 12 hours of activity should be required of new members any given week.
- o. Members of the opposite sex should not be involved in new member activities and will not serve as “pledge mothers/fathers” or “big brothers/sisters.”

Indiana Law

Hazing means forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury. A person who recklessly, knowingly, or intentionally performs an act that creates substantial risk of bodily injury to another person is subject to the following penalties: Class B misdemeanor; Class A misdemeanor if includes the use of a vehicle; Class D felony if it is committed while armed.

Purdue University Policy Against Hazing

Part 7 — Regulations and Procedures for Recognized Student Organizations

Section VIII — Policy against Hazing (Administrative Approval, February 11, 1994)

1. Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University both on and off campus.
2. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:
 - o Creates a substantial risk of physical harm;
 - o Substantially or seriously demeans or degrades any person; or
 - o Interferes with any person's scholastic activities.
3. Any hazing allegation against a student organization will be investigated by the University. If found guilty in a disciplinary action, the student organization may incur a disciplinary penalty as specified in Section IX that follows. University action occurs whether or not civil or criminal actions take place.
4. In addition to action taken against a student organization, the University may take action against individual students for hazing when their conduct falls within Part 5-Section III-B-2.
5. Any person suffering or witnessing a hazing activity should report the incident to the staff of the Office of the Dean of Students.
6. The president of each student organization is responsible for informing new members, pledges, affiliates, initiated members, and guests of this policy.

Are we hazing?

In reviewing all aspects of your New Member Education/Membership Intake process, if you cannot answer yes to all

these questions and aspects of new member education activities, then you may be hazing. We encourage you to bring your new member education manual/procedures to the office for review.

1. Will this activity achieve one or more purposes of the fraternity/sorority?
2. Would you be willing to describe the details of every activity to your chapter advisor/National Fraternity/Sorority President?
3. Would you be willing to perform this activity in front of a Purdue University administrator?
4. Would you be prepared to go to court to defend the merit of this activity?
5. Would you be willing to share a written description of the activity for other chapters to use?
6. Would you be comfortable with new members' parents observing this activity?

New Member Bill of Rights and Responsibilities

Listed below is a *New Member Bill of Rights* that specifically outlines the rights of new members participating in a new member or intake program at Purdue University. It is also a new member's responsibility to hold chapters accountable to ensuring that these rights are respected and to take action if these rights are violated. Each new member has the following rights:

- The right to be fully informed about the recruitment and new membership/intake process
- The right to be treated with respect and dignity
- The right to be treated as an individual
- The right to ask questions and receive honest answers from chapter/house members
- The right to have a positive, safe, enriching recruitment and new member experience
- The right to engage in a new member program that does not interfere with the academic process
- The right to withdraw from the new member program without any consequences or retaliation from the chapter/house
- The right to engage in an alcohol free and drug free new member program
- The right to not be pressured to engage in activities that violate university policies or laws
- The right to join one values based organization that aligns with your personal values

The following list detailed activities that fraternity, sorority, cooperative members **cannot** require of you. **If they do so, the fraternity, sorority, or cooperative and the individual member(s) in question are subject to severe penalties up to and including permanent removal of Purdue University recognition, suspension from Purdue University and possibly removal of the chapter's charter.** Pledges/new members/associates/aspirants participating in "hazing" activities may also be subject to judicial sanctions. Please study your rights and responsibilities and make certain that they are not violated.

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

- Interferes with the academic process - causes the pledge/new member/associate/aspirant to miss or be ill prepared for classes, labs, study sessions or exams
- Causes the pledge/new member/associate/aspirant to violate Purdue University policies.
- Requires or pressures the pledge/new member/associate/aspirant to consume alcohol.
- Prevents the pledge/new member/associate/aspirant from securing normal amounts of sleep (no activities between the hours of 12 a.m. and 7:30 a.m.)
- Requires the pledge/new member/associate/aspirant to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests (including members of other organizations),

"shopping" for members, etc.).

- Is sadistic - treats the pledge/new member/associate/aspirant in a sub-human manner.
- Is illegal - including the use of drugs and alcohol.
- Pressures a pledge/new member/associate/aspirant to do something against their personal values • Places the pledge/new member/associate/aspirant in physical danger or in jeopardy of losing his or her life. • Places severe emotional stress upon the pledge/new member/associate/aspirant.
- Requires the pledge/new member/associate/aspirant to be present at activities for unreasonable periods of time.
- Requires pledge/new member/associate/aspirant to participate in "Line ups" or other individual questioning activities. • Requires the pledge/new member/associate/aspirant to carry items that they would not normally bear (including paddles, signature books, bricks, etc.).
- Requires the pledge/new member/associate/aspirant to answer the telephone in a manner unlike a member would answer it.
- Prevents the pledge/new member/associate/aspirant from speaking for a period of time. • Involves the abandonment of pledge/new member/associate/aspirant or active members thereby requiring them to find their own way back to campus.
- Requires the blindfolding of the pledge/new member/associate/aspirant (exceptions: during low ropes course with trained facilitator or as prescribed in writing for inter/national Ritual).
- Requires the pledge/new member/associate/aspirant to stand when a collegiate or alumna/us member enters a room. • Requires the pledge/new member/associate/aspirant to intentionally deface the house/chapter room/suite/apt; or requires the pledge/new member/associate/aspirant to clean the house/chapter room/suite/apt. • Requires calling other pledge/new member/associate/aspirant "names".
- Requires pledge/new member/associate/aspirant to enter the house/suite/building only from a specific door. • Requires pledge/new member/associate/aspirant to eat meals together, attend unscheduled "call-down" meetings or sleep in the house/suite/apt. together for any length of time without written permission from Purdue University and inter/national office.
- Requires a pledge/new member/associate/aspirant to address or refer to members in a manner different from how they are addressed (i.e. Mr./Mrs./Big Brother/Big Sister Smith for initiates, Pledge Jean for new members, reciting personal information, specific phrases).
- Requires pledge/new member/associate/aspirant to participate in scavenger hunts or similar activities by any name that involves taking items, time deadlines, etc.

Where to Report Hazing

- To anonymously report a hazing incident, individuals can call the Office of Student Rights and Responsibilities at 765-494-1250 or email osrr@purdue.edu
- Additionally, an incident report can be filed online:
<https://publicdocs.maxient.com/incidentreport.php?PurdueUniv>

Appendix B: Party Registration Guidelines

Registration Form

MGC/NPHC Party Registration is a form to be utilized at the chapter level for parties and events where alcohol is present. This form is to be completed and submitted one week prior to the party for approval. In the case that this form is not submitted by the deadline the chapter will face a fine of \$25. The form will ask for the following information:

- First and last name
- Purdue email
- acknowledgement that the chapter has given you the proper authority to act on its behalf in registering this event.
- Is this function being registered 1 week prior to the function? If the previous answer was "No" you must acknowledge you still wish to continue the registration (have the party) and recognize that there will be a \$25 fine assessed to your chapter.
- What organization are you affiliated with?
- Is this event being co-hosted with another organization?
- Location of Event
- Is this an indoor or outdoor event?
- Start and End Time of Event (Ex. 9pm-2am)
- Full Date of Event (Ex. Friday, September 10, 2022)

In the Event of an Unregistered Party

In the event that an organization is found to have hosted a party without completing the registration form or to have hosted a party after being denied approval the following will occur

- After the first offense the chapter will receive a written warning and be required to have a health and safety meeting between the MGC President, MGC VPA, chapter president, and chapter risk management chair to formally acknowledge the offense.
- After the second offense the chapter will face a \$100 fine and be placed on social probation for the remainder of the semester and subject to the next semester.
- After the third offense the chapter will be placed on full probation including but not limited to losing voting rights and being ineligible to run for MGC positions.