

MSU Fraternity Events with Alcohol

Fraternalities are important and historic student organizations at Montana State University. In order to advance the relationship between our local chapters at the University and to ensure the safety and wellbeing of MSU students who attend fraternity events with alcohol, the Office of the Dean of Students at Montana State University has approved the following *Minimum Standards and Safety Guidelines for Fraternity Events with Alcohol*.

Any event where alcohol is present shall be sponsored in a manner that adheres to all requirements of the chapter's national organization, MSU policies, and all local, state and federal laws.

Event Definitions, Registration, and Spontaneous Events

An event with alcohol is defined as: Any time of non-affiliated individuals present outnumber chapter residents and alcohol is present on chapter property.

Planned events shall be registered with the Office of the Dean of Students six (6) business days prior to the event and the event will be approved or denied by DOS no later than four [4] business days prior to said event. However, the Dean of Students reserves the right to not approve a late request and/or a poorly planned function.

The Dean of Students' Office will forward the event notification to University Police and the Officer in Charge of the hosting fraternity must also check in with police by phone the day of the event to notify them. This allows the University Police to appropriately respond to any emergency or safety calls from host fraternity or Safety & Compliance Team during the event.

When a spontaneous gathering becomes an event by this definition, the University Police and the Safety & Compliance Team must be called and the event registered through verbal notification.

Event Timing

Events should end within a five-hour period and adhere to the time limits listed below. Time limits for events include:

	<u>Outdoors</u>	<u>Indoors</u>
WEEKDAYS:	10:00 p.m.	11:00 p.m.
WEEKENDS:	10:00 p.m.	1:00 a.m.

Limits for amplified music, particularly outdoors, will need to be no later than 10:00pm

Chapter Safety & Risk Team

During an event with alcohol, the Fraternity must have a Chapter Safety/Risk Team (CSRT). This CSRT shall include:

1. Four (4) chapter members who remain alcohol/substance free throughout the event;
2. One (1) member of the CSRT who serves as the Officer in Charge;
3. Members who are trained annually through the Dean of Students' office and the VOICE Center; and
4. Members who wear identifying t-shirts throughout the event.
5. If when presenting him or herself at an event with the safety team, a safety team member is acting belligerent, abrasive, forceful or not in accordance with the safety team guidelines, the following steps should and can be taken:
6. Conversation between event-hosting risk team and safety team members about said member;

- a. Conversation between safety team members and said members to assess ability to do job;
- b. Conversation with Chapter President, or other Chapter representative, to assess situation;
- c. Potential denial of entry to abrasive member;
- d. Written complaint to IFC and Dean of Students Office about said member;

The CSRT members must control who enters the event. The Chapter should have one (1) a single entry/exit point, and it is also encouraged to limit access to individuals who are not known by the members of the chapter. The Chapter will be held responsible for the behavior of their guests when violations occur by the Dean of Students' office.

Alcohol Policies

1. Alcohol will not be permitted during any recruitment event, new member event, or initiation ritual.
2. Events shall either be BYOB or hosted by a Third-Party Vendor. All BYOB events shall adhere to guidelines established by the North-American Interfraternity Conference (NIC) for hosting safe social events. If a chapter member illegally serves alcohol to a non-member, he will be held responsible both legally and by the Dean of Students' office.
3. Alcohol can only be sold directly or indirectly to chapter members and non-members by a licensed third-party vendor. Any event where tickets for alcohol are sold for fundraising purposes must be approved by the Dean of Students' office.
4. Common sources of alcohol, such as kegs or alcohol punches, shall be prohibited at all times.
5. Chapter funds shall never be used to purchase alcohol.
6. Alcohol over 40 proof shall not be allowed on chapter property during events with alcohol. Chapter members of legal drinking age can consume "hard" alcohol in the privacy of their room, but it is strongly recommended that the member does not do so during a registered or spontaneous event. Additionally, any chapter member who serves hard alcohol to an of-age or illegally to an underage chapter member or non-member will be held responsible legally and/or through the Dean of Students' office.

Annual Risk Management Education and Programming

1. Three members of the chapter (President, VP, Risk Manager) are required to attend a fall and spring risk management training, along with all students who plan to serve on the Chapter Safety & Risk Team.
2. All chapter members will attend Sexual Assault prevention training hosted by the VOICE Center during the first month of the academic year.
3. Other academic and community service program trainings as required by IFC, Panhellenic and the Dean of Students' office.

MSU Police (UPD)

1. MSU Police will be the first responders to complaints regarding noise, loud and unruly events, alcohol violations and other potential violations of the law. Police officers will enter the chapter house to issue criminal citations after securing a lawful warrant, as appropriate.
2. It is highly encouraged to call UPD upon the arrival of individuals who are not invited to attend the event. UPD can be a great resource for shutting an event down per the Chapter's request when too many people are showing up and need to be turned away.
3. Chapter leadership (President, VP, and Risk Manager) may be held accountable when policies, procedures and state laws are not followed on chapter property.

Office of the Dean of Students (DOS)

1. The DOS will respond to all alleged violations of these rules. The DOS may reserve any decisions regarding alleged violations until they review sanctioning recommendations from the IFC Judicial Council.
2. The DOS will support the IFC Judicial Council in the creation of an internal “judicial matrix” for alleged violations. The DOS has the discretion to assign a IFC Judicial Board to adjudicate alleged violation and to recommend sanctions based upon such a matrix.
3. The Dean of Students has the discretion to assign a staff member to accompany the Safety and Compliance Team during their work. This includes the Dean of Students, Associate Dean of Students, Assistant Dean of Students Director of FSL, and Assistant to the Dean of Students for student conduct. The DOS representative’s goal is to provide another perspective to the Safety & Compliance Team and to help address issues as they arise.
4. The DOS representative’s goal is to provide another perspective to the Safety Team and to help address issues as they arise. They are not there to issue Conduct Code violations.

Safety & Compliance Team

1. Please refer to Appendix A regarding the FSL Safety & Compliance Team protocols

IFC Safety & Compliance Team Protocols

Appendix A

Purpose: The purpose of the IFC Safety & Compliance Team is to perform routine and standard checks at fraternity events with alcohol in order to ensure that students are participating in social events in a safe and responsible manner.

Membership: The Safety & Compliance Team (SCT) will consist of the IFC Sergeant at Arms, two fraternity men who are not affiliated with the hosting house, one female student and a DOS representative when assigned.

Each chapter will assign one member to be a part of the SCT who must undergo the Voice Center 101, the TIPS training and a DOS training program in preparation. It is strongly encouraged that the Chapter nominates a member with an EMT background.

SCT Schedule and Weekly Make-up: A schedule for the teams performing compliance checks will be created each semester with the teams rotating through the list of committee members each week. If a fraternity is hosting an event during a weekend, the team assigned to perform compliance checks shall be notified no later than three [3] days before the event takes place in order to accommodate for conflicts. The fraternity hosting the event will also be notified of the make-up of the compliance team. If one of the team members that is assigned to perform compliance checks during a particular weekend is also a member of a fraternity that is hosting an event that night, the alternate risk manager shall take his place to perform the compliance check at his fraternity.

Right to request replacements: The hosting party has the right to ask for a replacement risk manager if they feel one that is currently assigned will not conduct themselves in a professional manner. However, the host will not be able to select the replacement.

Procedure for Compliance Checks: The IFC Sergeant at Arms will review the risk management plan with the hosting risk team one half hour prior to the event to make sure that the team is in place and prepared for the function. A second more thorough check will take place at approximately the half way point for the duration of the event.

The hosting Risk Manager or house president will lead the SCT throughout the common areas of the house and shall assist them in addressing any issues that are found. During the walk through the committee will fill out an Event Guideline Report (Appendix B) which will be signed and dated by each member at the completion of the procedure.

Resolution of Compliance Issues: During the procedure, if a concern is discovered, the SCT will have a few options:

- If the issue is a quick and easy fix, they will address the risk management team and will participate in the correction of the problem immediately. The issue will be described in the "comments" area of the report and will include the steps taken to correction.
- If the problem is of the nature stated above but, in the opinion of the compliance team, has been a recurring issue at the hosting fraternity's functions, the team should handle the situation as listed above, but will recommend that charges be brought to the IFC J-Board in order to address the reoccurring problem.
- If the issue is an imminent threat to any member or nonmember's wellbeing and safety, the compliance team has the power to immediately terminate the function. If necessary, the

compliance team may contact emergency services to gain control of the situation. The incident in question will then be addressed by an IFC J-Board Hearing.

Clarification of Safety Check List

Appendix B

Outside Noise Level: The Safety & Compliance Team will perform a decibel check from outside the house in order to inform the Chapter of a possible aggravating noise level. They will inform the Risk Manager so that he can remedy the issue.

Occupancy is in compliance: The Safety & Compliance Team is not at the function to enforce the house's fire code capacity, but rather to determine if the population is at a safe level. This means that there is a reasonable amount of space for people to evacuate in the event of an emergency. This is up to the Safety & Compliance Team discretion but is not meant for them to "count heads."

No attendees appear to be over-intoxicated: If the Safety & Compliance Team witnesses situations that involved overly intoxicated individuals, they need to immediately bring it to the attention of the Risk Manager for a solution. It then should be determined if this individual came to the party in this state or as a "Time bomb," or if they had been over served at the event.

- If an individual presents themselves or becomes over-intoxicated, risk management should assess whether it best to offer the individual a sober ride home or contact UPD to work with the student.

Combative and disruptive guests will be taken care of through UPD.

Fraternity Safety and Compliance Checklist

Date: _____ **Fraternity:** _____ **Time:** _____

Safety Team: _____

Event request form has been reviewed by team:

Fraternity Risk Team was Cooperative and Accommodating:

Noise level outside: _____

Comments: _____

Food is readily available if serving alcohol: n

Comments: _____

Occupancy is in compliance: y n

Comments: _____

All attendees appear safe: y n

Comments: _____

No attendees appear over-intoxicated: n

Comments: _____

House is in compliance with alcohol and event regulations

Comments: _____

Were the police called to the house to address any safety concerns or disruptive attendees?

y n

Comments: _____

Other comments or observations: _____

