

Clarkson Risk Management Policy on Alcohol

(Based on the attached FIPG Risk Management Policy)

This policy pertains to all levels of organizational membership, individually and collectively, including current, inactive, alumni, and new or joining members. This policy also pertains to the actions of guests of the organization at events.

- I. The possession, sale, use or consumption of alcoholic beverages, while on or off premises, during a social event, or any situation (co-)sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any applicable laws of the state, province, county, city and University, and must comply with either the "BYOB Guidelines" (Attachment D) or the "Third Party Vendor Guidelines" (Attachment E) included.
 - A. The organization may be held responsible for any activity, which it holds on or off organization premises if these policies are not enforced.
 - B. Sponsorship and endorsement may include the contribution of funds, supplies, food, or management of the event or significant portion of membership in attendance.
 - C. There is increased potential for responsibility where alcohol is present at an event.
 - D. BYOB (Bring Your Own Beverages) is the purchase of individual quantities of a beverage for personal consumption by members, alumni, guests, and the same for any co-sponsors. BYOB is not the use of a common source of alcohol provided by any members, alumni, guests, or co-sponsors such as cases of beer, bottles of alcohol, kegs, party balls, etc.
 - E. Third Party Vendor use applies to situations in which the organization contracts a licensed purveyor of alcohol in a bar, dance hall, drinking establishment, hotel, restaurant, etc., or by inviting a catering company to the organization's or co-sponsor's location.
 1. The organization may pay for vendor employee salaries.
 2. Set up costs excluding alcohol.
 3. Facility rental;
 4. Maintaining that individuals of age will pay for their own drinks on a "cash per drink" basis only.
 5. There may not be "all you can drink" or "discount" rates by way of chapter subsidy or by gift of the vendor.
- II. No alcoholic beverages may be purchased through organizational funds, nor may the purchase of same for any event attendee be undertaken or coordinated by any member, alumnus, or guest in the name of, or on behalf of the organization or co-sponsor. The purchase or use of a bulk quantity or common source of such alcoholic beverages (i.e., kegs, cases, wine, champagne, or hard alcohol) is prohibited. There shall not be any collection by "pass the hat" nor through organizational treasury in order to purchase alcohol for members or guests.
- III. Open parties, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, shall be prohibited. All events must have a guest list including date parties, charitable events, and band events and be determined prior to the event. The guest list must be used to restrict the event to access by only those on it. No event will exceed 250 people without University authorization.
- IV. No members, collectively or individually, shall purchase for, or serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age). This means that under-age members do not have the right to drink alcoholic beverages.
- V. The possession, sale or use of any illegal drugs, controlled substances, or over the counter intoxicants while on organizational premises, during any organizational event, or at any event that an observer would associate with the organization, is strictly forbidden. No such substances shall be in the possession of any member at any time.

- VI. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (defined as generating more than 50% of gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. Sponsorship may include advertisement or financial compensation to the vendor as this is considered implied sale by the organization.
 - A. An organization may have events with a bar or drinking establishment, but without the use of advertisement, and only within a controlled setting regarding guests and Third Party Vendor guidelines.
 - B. The sale of tickets to an event such as a band, may not be coordinated at the event, may not be used to pay the vendor, and must be paid to the entertainment prior to the event and separate from any situation where alcohol is present. Such events must still remain restricted and careful sale of tickets may only be to those determined by the guest list. It is recommended that any organization hosting such an event will seek the advice of the appropriate University advisors.
 - C. The organization may not advertise for an event using the name of an alcohol vendor or information about the presence of any alcohol whether it is BYOB or using a Third Party Vendor.
 - D. All financial transactions with the vendor must take place prior to the event and not involve alcohol purchase or subsidy.
- VII. No organization may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups or organizations. This may include attending an event or providing any item or service to an event.
- VIII. No recruitment activities, individually or collectively shall involve the presence of alcohol. This includes prospective members in the form of current students and prospective students. An organization should recruit based on valuable benefits and not rely on focusing on alcohol.
- IX. No members shall permit, tolerate, or encourage "drinking games." These games present the most serious levels of injurious intoxication and include funneling, birthday salutes, drinking contests, drinking card games, drinking table sports or any other activity involving challenge, competition, or forced drinking.
- X. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.
- XI. Of age invited guests are permitted to bring up to a 6-pack of 12 oz. beer cans or a 4 pack of wine coolers. Hard liquor, mixed drinks, wine, and products such as Smirnoff Ice, Twisted Tea, and the like are NOT permitted.
- XII. No fraternity or sorority chapter will sponsor/co-sponsor an activity with alcohol at their chapter facility, another chapter facility, an off campus apartment or third-party facility, beginning the weekend prior to the start of each semester and until the Monday night following bid day activities.

FIPG, Inc. Risk Mangement Policy

The Risk Management Policy of FIPG, Inc., includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, 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.
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any members in the name of, or on behalf of the chapter. The purchase or use of a bulk quantity or common source of such alcoholic beverage, i.e. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
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 event or at any event that an observer would associate with the fraternity is strictly forbidden.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
8. All rush activities associated with any chapter will be a DRY rush function.
9. No member shall permit, tolerate, encourage, or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:
"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts of 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 regulations and policies of the educational institution, or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind in the confines and premises of the chapter house are expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni on the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall receive a copy of said Risk Management Policy.

HOSTING A SOCIAL EVENT

Clarkson University Fraternities and Sororities

These rules apply to any BYOB event that your chapter participates in. Each chapter involved will be held liable for any deviations from the BYOB policy.

1. **HOST A CLOSED PARTY**
 - a. Members, new members, and dates.
 - b. Co-sponsor with another chapter
2. **FOCUS decorations and activities ON THE THEME OF THE PARTY, NOT ALCOHOL**
3. **SERVE FOOD**
 - a. Appropriate to theme.
 - b. Avoid salty foods or snacks; serve foods high in protein.
4. **APPOINT PARTY MONITORS**
 - a. Oversee the party to make sure all attending are well behaved.
 - b. Agree not to consume alcohol that evening.
 - c. Act as sober hosts who agree to make sure party starts and ends on time and that the bar opens and closes on time.
5. **APPOINT DESIGNATED DRIVERS**
 - a. Will check all car and other motor vehicle keys at door as party begins.
 - b. Act as sober hosts who agree to provide transportation home to any guest determined to be impaired, and to make arrangements to return keys the next day.
6. **DO NOT USE CHAPTER FUNDS TO PURCHASE ALCOHOL**
 - a. Make event a "Bring Your Own" and limit amount allowed. For example, for a four-hour party, limit each person of legal drinking age to a six-pack of beer.
 - b. Do not allow members to pass the hat to purchase alcohol.
7. **DO NOT SELL ALCOHOL**
 - a. Charging for admission or a cup and then providing alcohol is no different than selling by the drink.
 - b. The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests.
 - c. Do not allow undergraduates or alumni to establish bar tabs for the event.
8. **CHECK IDs AT THE DOOR, AND IDENTIFY THOSE OVER THE LEGAL DRINKING AGE** in some unique way, such as wrist bracelets.
9. **SERVE NON-ALCOHOLIC BEVERAGES** and display them attractively.
 - a. Use same cups for alcoholic and non-alcoholic drinks so everyone feels comfortable.
 - b. Be imaginative; serve a non-alcoholic drink that goes with the party theme.
10. **SET STARTING TIME AND ENDING TIME** for the party and stick with them, limit the party to three to four hours.
11. **DO NOT PERMIT DRINKING GAMES**
12. **MONITOR FOR THE INTOXICATED**
 - a. Stay with the person; have the person sleep on his or her side to prevent choking and call for emergency medical help immediately
 - b. If he/she has any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.
 - c. Avoid problems, limit guests to no more than a six-pack of beer.
13. **BE A RESPONSIBLE HOST**
 - a. If you invite a guest, you are responsible for controlling his or her behavior.
 - b. Hosting a party is not a lark; all members and especially the officers are accountable if a problem occurs.
14. **DO NOT ALLOW BOTTLES.** Bottles provide an opportunity for broken glass and injury to your guests. Restrict consumption of any beverages to cans

BYOB Guidelines

1 WEEK PRIOR TO THE EVENT:

- Create a list of guests which does not exceed the maximum capacity of the Event site and is less than 250 total guests and members.
- Obtain wristbands or special hand stamp to mark guests over/under 21.
- Create a sign-up for risk management duties for the event.
- Contract security officers if used.
- Plan activities aside from drinking to reduce drinking levels.

TWO DAYS PRIOR TO THE EVENT:

- Complete an event notification form for the event.
- Finalize the guest list for the event notification.
- Create punch cards for beverage control using a hole-punch at the event.
- Confirm membership risk management duty assignments.
- Post emergency information.
- Establish a beverage control center.
- Assemble and set up any activity materials.
- Confirm security officers.
- Pay any entertainers before the event.

DAY OF THE EVENT:

- Purchase of ice for the centralized beverage control center.
- Prepare beverage-holding tanks.
- Prepare centralized food and beverage center.
- Purchase non-alcoholic beverages for all under-age attendees.
- Purchase foods (preferably non-salty) for all attendees.
- Label recycling bins and garbage receptacles clearly.

AT THE EVENT:

- *Monitors check ID and guest list. Only those who are 21 may bring in and drink their own beverages. Those not listed on the guest list, may not be allowed entry.*
- Monitors will provide a marked punch card for beverages. They will send the guest to the holding tank to drop off their beverages.
- Beverage center monitors will accept and control the distribution of beverages.
- Only one beverage will be returned at a time.
- Roaming monitors should wear specialized or colored clothing.
- No beverages will be allowed to leave once they arrive. Leftover beverages may be retrieved the following day as coordinated between the host location and the guest.

THIRD PARTY VENDOR GUIDELINES

(For use with hotels, drinking establishments, dance halls, and on-site caterers)

This reference must be used to meet recommendations/requirements of your inter/national or parent organization and the University.

- Make sure that the bar/vendor/caterer you are working with is licensed.
- Make sure that the bar/vendor/caterer has liability insurance. Ask them to list your organization, the alumni corporation, and your inter/national organization, and the University on a certificate of insurance as an "additional insured." This will provide another 1-million dollars in coverage.
- Finalize a contract 12 days in advance, per state beverage control guidelines. The contract should list the responsibilities that you want the vendor to meet. They include, but are not limited to:
 - a. Cash bar, tear-tab bracelets, or tickets for a cash-per-drink only
 1. "All-you-can-drink" services are not an option
 2. Subsidizing alcohol within the service fee or through admission charges is not an option (i.e. discounted drinks)
 - b. ID check and no service to minors
 - c. Control and removal of all sold and unsold alcoholic beverages
 - d. Security (or by contract of another security company)
 - e. You pay 50% of up front, the balance after service is provided
 - f. Other items which you deem necessary