

Bucknell

Fraternity and Sorority Affairs
The Interfraternity Council
The Panhellenic Association

FRATERNITY AND SORORITY CHAPTER SOCIAL AND RISK MANAGEMENT MANUAL

**A Publication of
The Office of the Fraternity and Sorority Affairs**

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RISK MANAGEMENT

Risk Management initiatives for Bucknell University's Greek system includes statements from three specific sources:

The Fraternity Insurance Purchasing Group (FIPG) Risk Management Policy

The Interfraternity and Panhellenic Council's Risk Management Policy

The Interfraternity and Panhellenic Council's Risk Management Enforcement Policy

FIPG, Inc. (Fraternity Insurance Purchasing Group)

On December 3, 1987, the Fraternity Insurance Purchasing Group adopted Articles of Incorporation. The mission statement of FIPG states:

"FIPG, Inc. is a consortium of men's and women's fraternities and sororities which provides leadership in establishing and developing policies and practices for member organizations, educates and supports undergraduates, alumni/ae and Greek systems in risk management, and works to improve and enhance the image and reputation of all Greek-letter organizations through risk management."

Today, 44 men's and women's fraternities have adopted the FIPG risk management policy. These groups represent approximately 70 percent of all Greeks, and the list of member groups continues to grow.

The FIPG Risk Management Policy

- 1) The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event as observer would associate with a 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) Alcoholic beverages may not be purchased using chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverages, e.g. 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, are forbidden.
- 4) Members, collectively or individually, shall not 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 prohibited.
- 6) Chapters may not 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) Chapters may not co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- 8) All recruitment activities associated with any chapter will not involve alcohol.
- 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.

<p>The Interfraternity Council and Panhellenic Association’s Risk Management Policy</p>
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1. Alcohol beverages may not be purchased with funds from the chapter treasury, nor may the purchase of alcohol for student(s) or non-student(s) (guests) be undertaken or coordinated by any member in the name of, or on behalf of the chapter. Kegs (a keg is defined as any alcohol container requiring a tap to dispense the alcohol) and other communal sources of alcohol beverages are not permitted on fraternity property.
2. Chapters may not co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) if alcohol is to be present.
3. Chapters may not co-sponsor or co-finance a function where alcohol is to be purchased by any of the host chapters, groups, or organizations.
4. Chapters may not host a social event at which alcohol is to be present in any University-owned or controlled residential unit (residence hall or University-owned or Non-University-owned fraternity house), or off campus location unless approved by the Office of the Deans of Students.
5. An organization function at which alcohol will be present must be BYOB (bring your own beer). The following procedures should be followed during social events with alcohol:
 - a) All social events with alcohol sponsored by fraternities and sororities must be registered with the University using a ***Social Event Registration Form (SERF)*** from the Office of Fraternity and Sorority Affairs and once approved will be forward to the ***Reservations, Information, and Conferences Services Office (RICS)***. The SERF and Risk Management forms must be submitted to the appropriate office by 12:00 noon Wednesday preceding the date of the event.
 - b) All social events with alcohol must abide by all Fraternity Insurance Purchasing Group (FIG) guidelines, Interfraternity Council and Panhellenic Association risk management policies and procedures, and University policies that include the following:
 1. BYOB or third-party vendor only,
 2. Strict use of pre-determined invitation lists at the front door. A copy of the pre-determined invitation list must be submitted to the Office of Fraternity and Sorority Affairs by 12:00 noon the Wednesday prior to the event.
 3. Use of a 21-year-old segregated serving and consumption area for alcohol,
 4. Use of wristbands to identify guests who are 21-years of age,
 5. Use of two private security officers,
 - c) All chapter members will be certified using a program similar to the Training for Intervention Procedures (TIPS) program.

- d) The Office of Fraternity and Sorority Affairs will provide the following risk management supplies to the social Greek organization:
- 1) A Driver's License Booklet for the United States and Canada;
 - 2) A supply of colored, sequentially numbered wristbands (the organization may be charged .10 per wristband);
 - 3) A wristband distribution log that matches the sequentially numbered wristbands issued for the event.
 - 4) Signs: (1) Pennsylvania State Law, Broken Wristband Instructions.
- e) Students and non-students (guests) who are at least twenty-one (21) years of age must surrender all alcohol beverages at the entrance of the facility. Open containers of alcohol will be disposed of at the entrance by the chapter. Intoxicated student(s) will not be permitted to enter the social event even though their name(s) may appear on the invitation list.
- f) Students and non-students (guests) must be limited to one (1) six-pack of 12-ounce cans (no bottles) of beer. The fraternity/sorority is not responsible for returning unused beer to guests. **Hard alcohol is never permitted at an event sponsored by a fraternity or a sorority**
- g) The IDs of students and non-students (guests) bringing alcohol into the facility will be checked to assure that they are of legal age (21) to possess and consume alcohol.

Students of Bucknell University

A valid ID will be a (1) a current Bucknell University student identification, and (2) valid driver's license of the State in which the student currently resides, a current military photo ID, or a photo passport. When in doubt, the state driver's license should be compared to that identified in the *Driver's License Booklet for the United States and Canada*.

Non-Students of Bucknell University

A valid ID will be a valid driver's license, a current military photo ID, or a photo passport. When in doubt, the state driver's license should be compared to that identified in the *current Driver's License Booklet for the United States and Canada*.

- h) Students and non-students (guests) having valid IDs will receive a wristband signifying they are twenty-one (21) years of age, and a beer punch card or six (6) beer tickets.
- i) Students and non-students (guests) may then proceed to the segregated area to have their beer card punched when beer is served to them, or a beer ticket exchanged for one beer at a time.
- j) Twenty-one (21) year-old individuals are required remain in the segregated 21-year old area while consuming alcohol. Alcohol may not be taken outside of the segregated area for any reason.
- k) The fraternity or sorority will not be responsible for returning beers not consumed to the appropriate guest and member.

6. Violations by chapters of the Interfraternity Council and Panhellenic Association Risk Management policy may be reviewed by the IFC or Panhellenic Peer Review Board if assigned by the University's Judicial Administrator.
8. The Department of Public Safety and the Greek Monitoring Team (GMT) will be responsible for monitoring and enforcing the policy.

Interfraternity Council and Panhellenic Association Risk Management Policy Enforcement Procedure

Composition of the Greek Monitoring Team (GMT)

- 1) The Greek Monitoring Team will be comprised of members of the Interfraternity Council's Executive Board and the IFC Representative from each chapter not represented on the Board.
- 2) In order to maintain the Greek Monitoring Team, each fraternity chapter will be required to pay \$100.00 per semester in addition to regular IFC dues. If the chapter's membership is below a total of fifteen (15) members, the GMT fees will be \$50.00.
- 3) When a sorority hosts a social event with alcohol, the Greek Monitoring Team appointed for the evening is scheduled will monitor the event.
- 4) All GMT (elected representatives and the Interfraternity Council Executive Board members) members will be required to participate in Risk Management training sessions provided by the Office of Fraternity and Sorority Affairs. The purpose of these training sessions is to educate the GMT on the IFC and Panhellenic Risk Management policies, and their responsibilities as an enforcement body.
- 4) The Vice President for Internal Affairs of the Interfraternity Council is responsible for maintaining the Greek Monitoring Team (scheduling training sessions, scheduling rounds, monitoring progress, etc.).
- 5) The twelve members of the GMT will be divided into six teams of two, and would be assigned to work together for an entire weekend once every six weeks. Throughout the semester, the team member composition would be changed in order to maximize the impartiality of the team.

Payment of the GMT

- 1) Each GMT member will be paid \$15.00 per night in which they are assigned and participate in rounds monitoring social events.

Basic Responsibilities of the Greek Monitoring Team
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- 1) The following standards will be expected of all GMT members at all times:
 - a. GMT members will make accurate, clear, and completely objective observations while making rounds.
 - b. Access to a chapter house should be gained only through the front door of the facility. The GMT team has the option to either enter the social event announced or unannounced depending on the situation. At no time must a GMT team announce to any chapter member of their entrance into a registered social event. The GMT team will wait at the front entrance of a chapter house for an escort when there are no registered social events scheduled at the house; however, the GMT will not wait more than five minutes for an escort.

- c. Chapters must permit the GMT to full access to all common areas of the chapter house and/or function. Any attempt by a chapter member or guest to delay the GMT will be considered a violation. **Any action** (physical or verbal) that can be interpreted as harassment of the GMT by a chapter or any member or guest of the chapter will result in the chapter being fined \$100.00 per offense. This fine will be due within ten (10) business days. A late fee of \$50.00 per business day will be added to assessed fines not paid within ten (10) business days. These fines will be placed in the IFC account and used to pay GMT expenses.
- d. Because the GMT team is not required to announce their entrance, all GMT names must be placed on all registered party invitation lists. There shall be no labels or any other markings placed next to the name of the GMT members used.
- e. GMT members may not enter a registered party without specific invitation unless they are serving as GMT team members at a particular party just because their name appears on the chapter's invitation list.
- f. The GMT is required to visit each fraternity chapter house. The team will review the risk management procedures and report violations and/or needed corrections to the president or presiding officer.
- g. If any risk management violations are found that can be corrected immediately, the GMT will request that immediate corrections be made.
- h. If any risk management violations are found that cannot be corrected immediately, the GMT will give the chapter a specific amount of time to correct the violations. The GMT will return to the chapters, within the time designated by the team (no less than 15 minutes) when the violations were discovered, where corrections were requested to determine if the corrections were made. If at that time, the previous violations have not been corrected, or any new violations have occurred during the second round, the team will instruct the president to close the party immediately.
- i. If the GMT orders the party to be closed, the chapter president is expected to comply immediately without negotiation or discussion. If the chapter president does not comply immediately, Public Safety will be called for assistance in closing the party. The chapter will then be fined \$1,000.

Risk Management Violations

- 1) The following risk management violations are those that the GMT can permit chapters to correct:
 - a) Failure to have two certified members working the front door, the wristband distribution station, or the bar.
 - b) Failure to have one certified member working the entrance to the segregated serving/consumption area.
 - c) Failure to have two 21-year old certified members serving as bartenders.
 - d) Failure to maintain the segregated serving/consumption area.
 - e) Failure to have adequate food and alternate beverages available.
 - f) Failure to have valid, pre-determined invitation list at the front door.

- g) Failure to have the party confined to the basement area or first floor area of the chapter house.
 - h) Failure to prohibit guests from access to resident's rooms during the party.
 - i) Failure of workers to have in their possession their alcohol certification cards, or the chapter having a list of all alcohol certified members available for review.
 - j) Failure to post state law sign at bar (either the ones provided in party kits or ones the chapter provides) regarding the legal age for alcohol consumption.
 - k) Failure to have the wristband distribution station maintained in an orderly manner.
 - l) Failure to control the number of people being admitted to the party.
 - m) Underage possession or consumption (under five) where violators are required to leave the party.
- 2) The following risk management violations are considered serious and will result in immediate closure of the party:
- a) Unregistered social event where alcohol is present.
 - b) Blatant underage possession or consumption (five or more people involved).
 - c) Presence of kegs.
 - d) Covered smoke detectors.
 - e) Failure to correct violations identified by GMT during their first visit. The GMT can use discretion during the second visit to either close the party or permit the chapter to correct the problems identified during the first visit while the GMT waits for them to do so.
 - f) Repeated risk management violations by a chapter as directed by the IFC. For example, if the GMT finds it necessary to ask a chapter to correct risk management violations at numerous parties, the GMT may choose to direct the chapter to close a party due to repeated offenses.
 - g) The following sanctions may be assigned by the IFC or Panhellenic Peer Review Boards to a chapter found to be in violation of the IFC and Panhellenic Risk Management Policy. Sanction levels are cumulative and are not cleared until the end of the semester. All fines are due within ten (10) business days or an additional fee of \$50.00 per business day is added to the total sanction.

Wristband Log Offenses:

First offense if fewer than 5 log violations:	warning
1 - 5 log violations:	\$ 100.00 fine
6 – 10 log violations:	\$ 150.00 fine
11 or more violations:	\$ 200.00 fine

Unregistered Social Events:	first offense:	\$ 300.00 fine
	second offense:	\$ 500.00 fine
	third offense:	\$ 1,000.00 fine and probation for remainder of semester.

Underage Alcohol Possession or Consumption:

first offense: \$ 100.00 per individual
second offense: \$ 150.00 per individual
third offense: \$ 250.00 per individual
subsequent violations: \$ 300.00 per individual

Kegs: all offenses: \$ 500.00 per keg

Miscellaneous Risk Management Policy Violations (failure to provide beer tickets/cards, failure to provide adequate food and alternate beverages, failure to provide alcohol certification cards or proof of alcohol certification at the time requested, failure to post State sign at bar regarding the legal age for alcohol consumption, failure to have the appropriate number of individuals working assigned stations, failure to maintain segregated serving/consumption area, etc. **Note: This is not an all-inclusive listing of miscellaneous risk management violations.**)

first offense: \$ 100.00 fine per risk management violation
second offense: \$ 200.00 fine per risk management violation
third offense: \$ 300.00 fine per risk management violation
fourth and subsequent offenses: \$ 400.00 fine per risk management violation

Example: If a chapter is found responsible for the following violations: (1) no alternate food or beverages available and (2) front door not staffed by two alcohol certified members. And if these are the chapter's first violations of the year, the fine would be \$100.00 per violation for a total of \$200.00.

NOTE: Eight (8) offenses of any kind or an accumulation of \$ 750.00 in fines will result in automatic social probation for thirty (30) academic days.

- 10) All decisions will be written in letter format by the IFC Secretary and forwarded to the chapter president, university advisor, alumni advisor, Assistant Dean for Greek Life, Associate Dean for Judicial, the International Headquarters, in addition to a copy being kept on file.
- 11) All appeals of decisions made by the Peer Review Boards will be referred to the Assistant Dean of Students. Appeals must be submitted to the Assistant Dean of Students, in writing, within five (5) academic days from the date of the Peer Review Board hearing.
- 12) Summaries of GMT reports may be reviewed, upon written request to the IFC Vice President for Internal Affairs, by chapter Presidents; however, individual GMT names will not be released with the summary.
- 13) Any chapter having more than two (2) violations per calender year will have their violation referred to the Associate Dean of Students in charge of university judicial (page 16, Student Handbook).

Registered Social Event Policy

The following policy applies to social fraternities and sororities and their sponsoring of social events such as registered social events, mixers, lock-ins, and closed chapter functions.

Length of Registered Social Events

With the exception of Houseparty, only one (1) registered social event with alcohol may be held during one twenty-four (24) hour period. All registered social events with alcohol are limited to a four-hour (4) continuous timeframe ending no later than 2:00 am. Sororities may not host mixers with a fraternity on the same date if that fraternity has scheduled a registered social event with alcohol.

Alcohol Enforcement and Wristband Policy

All social event hosts (Interfraternity Council, Panhellenic Council, Fraternity and Sorority chapters) are required to be familiar and follow the guidelines for hosting social events (on or off-campus) where alcoholic beverages will be permitted.

REQUIREMENTS FOR COMPLIANCE WITH THE ALCOHOL POLICY RELATING TO STUDENTS AND STUDENT ORGANIZATIONS: SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES

REQUIREMENTS OF ALL STUDENT ORGANIZATIONS:

Scheduling of Social Events

1. It is understood that responsibility for fully meeting these requirements during an activity rests with the sponsors (the membership of the organization). Social events with alcohol sponsored by student organizations are to be scheduled in accordance with the University Policy for Planning and Conducting Activities by Student Organizations and may be held only between 5:00 pm on Friday and 2:00 am on Saturday, and between 12:00 noon on Saturday and 2:00 am on Sunday. Bands and all other forms of music must end by 2:00 am. The party area must be vacated by 2:10 am. Events requiring registration include closed functions with members only and those with invited guests.
2. Social events held in a University residence hall may be scheduled only between 5 pm on Friday and 1 am on Saturday and between 12 noon on Saturday and 1 am on Sunday. Bands and all other forms of music must end by 1 am. The party area must be vacated by 2 am.
3. A social event may last for a maximum of four (4) hours. Activities occurring outdoors without musical entertainment or relating to indoor musical entertainment activities must conclude by 1 am. Activities to be held outdoors and involving musical entertainment may take place on Swartz Field, Smith-Vedder-Lairson Quad, Roberts/Trax/Kress Quad, Bucknell West fields, or on fraternity-owned, or on University-owned property designated as part of the fraternity, or on University-owned property designated as part of the University-owned fraternity, and must conclude by 10 pm.

The Alcohol Policy

1. Neither direct nor implied reference of any kind to the intended availability of alcohol beverages may be made in any publicity for the activity.
2. The serving of alcohol beverages must conclude by 1:00 am if the activity is held in a University residence hall or house and by 2:00 am if held in the Langone Center. All alcohol must be removed by 2:00 am. At no other time may alcohol be present, possessed, served, and consumed in the public area of the facility.
3. Possession of, or serving of alcohol, from a common source at an event sponsored by any student organization (including but not limited to a beer ball, pony, beer keg, mixed punch, tub of beer cans, or other communal dispensers) is prohibited at all times. The use of grain alcohol is prohibited. University funds (*i.e.*, monies from departmental budgets, student activity fee allocations, or BSG allocations) may not be used at any time to purchase, or provide by any means, alcohol beverages for a social event sponsored by a student organization. Students and/or student organizations may not sell alcohol beverages, nor may they charge admission or accept donations at the activity where alcohol beverages are available.
4. A Space Reservation Form, from the Office of Reservation, Information, and Conference Services (Langone Center) and a Social Event Registration Form (SERF) must be submitted to secure the approval of the appropriate Dean. All SERFs must be delivered to the Office of Fraternity and Sorority Affairs by 12:00 noon on Wednesday preceding the date of the event.
5. Substantial quantities of non-alcohol beverages must be prominently and abundantly available. Substantial quantities of snack foods also must be provided. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.
6. At all social events, alcohol beverages must be dispensed and consumed in a segregated serving/consumption area. Only those 21 years of age or older may be admitted to the segregated area. Alcohol beverages may not be removed from the segregated area for consumption elsewhere in the facility. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.
7. Alcohol beverages may only be dispensed by those individuals who are twenty-one years of age and have successfully completed an alcohol certification training program sponsored by the Office of Fraternity and Sorority Affairs. He/she may be an undergraduate student and could be a member of the organization sponsoring the social activity.
9. Monitors must be utilized to supervise the segregated area where alcohol is dispensed and consumed. Their function is to guarantee that those entering the segregated area are wearing a valid wristband, which affirms they are of legal age, and that no one leaves the area in possession of alcohol beverages.
10. Student organizations hosting social events with alcohol specifically in Larison Dining Hall, the Terrace Room, or Hunt Formal must meet the following requirements and must attach documentation to the SERF (*i.e.*, contract for service from the professional security officers) that these requirements have been met:
 - (a) a professional security officer must be employed by the sponsoring organization to monitor the event. This officer's responsibility is to assist the organization in the distribution of wristbands by checking ID cards at the door, monitoring the hallway adjoining the party area to ensure alcohol consumption remains in the party area, and maintaining crowd control; and,

(b) the sponsoring organization must employ a second professional security officer with the responsibility for monitoring the segregated area to ensure only those with valid wristbands are admitted to the segregated area, assisting the officers of the sponsoring organization in crowd control, and removing participants who ignore or violate the requirements for sponsoring an event with alcohol.

11. In order to gain admission to a social event, the student must present appropriate identification at the time of entrance. The required identification for a non-twenty-one-year-old Bucknell undergraduate is the valid Bucknell ID Card. Twenty-one-year-old Bucknell students wishing to consume alcohol must present a valid Bucknell ID Card and a valid driver's license or other photo ID card to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a driver's license or other photo ID card and another document which verifies identity and legal age) in order to gain entrance into a social event and/or to receive a valid wristband for admission into the segregated area for alcohol service.
12. Intoxicated persons must not be served alcohol. Those arriving in an intoxicated condition, even if of legal age, must be denied entrance. Underage persons in possession of alcohol, or found to be consuming it (or who are intoxicated), as well as the student organization that permitted the violation (if applicable) will be cited for violation of the Student Code of Conduct or appropriate criminal statute.
13. All members of the organization sponsoring the activity are responsible for controlling the safety and security of the event and the facility. Should an incident occur, the student organization sponsoring the activity should immediately notify Public Safety, provide identification and other information to assist Public Safety, and file appropriate charges according to the University's Student Code of Conduct or appropriate criminal statute. If one or more of these conditions are not met, the organization will be held responsible. The sponsoring student organization must ascertain the maximum capacity of the facility scheduled for its activity. The student(s) in charge of the activity must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.

ADDITIONAL REQUIREMENTS OF SOCIAL GREEK ORGANIZATIONS:

14. The serving of alcohol beverages must conclude by 2:00 am. In accordance with the Fraternity Insurance Purchasing Group (FIPG) guidelines, Interfraternity Council or Panhellenic Association policy, and/or national organization policy, fraternities and sororities are permitted to host only "BYOB" social events which are not open to the general public.
15. Fraternities and sororities hosting events with alcohol may admit only those persons whose names appear on a pre-determined invitation list located at the front door of the facility monitored by members of the hosting organization.
16. Student organizations hosting an activity in a University or non-University-owned fraternity house at which alcohol beverages will be available must register it with the Office of Fraternity and Sorority Affairs using only this Social Event Registration Form (SERF) and the Office of Reservation, Information, and Conference Services using a Space Reservation Form.
17. Hard alcohol (liquor) may not be present, possessed, consumed, and/or served at any registered social event with alcohol on or off campus.

**REQUIREMENTS FOR COMPLIANCE WITH THE ALCOHOL POLICY RELATING TO
STUDENTS AND STUDENT ORGANIZATIONS:
WRISTBAND DISTRIBUTION PROCEDURE AND GUIDELINES**

1. Each student organization hosting a social event where alcohol beverages are available are required to utilize the Office of Fraternity and Sorority Affairs wristband procedure as outlined below.
2. An **Identification Checking/ Wristband Distribution Station** must be available near the entrance of the social event and must be staffed by a minimum of two (2) alcohol certified monitors at all times.
3. When the organization submits a Social Event Registration Form (SERF) indicating that the event will permit alcohol beverages, the Office of Fraternity and Sorority Affairs will issue a specific colored series of sequentially numbered wristbands to the event. The Office of Public Safety and the Greek Monitoring Team will be advised of the assigned wristband color and sequential numbers.
4. The organization hosting the event will be charged .10 for each wristband used.
4. The organization also will be issued a blank sequentially numbered wristband log that must be used to identify the name of the student or guest assigned to each wristband.
6. Twenty-one-year-old (21) Bucknell students wishing to consume alcohol must present a valid Bucknell ID Card and a valid driver's license or other photo ID (identified earlier in this publication) card to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a driver's license or other photo ID card, identified earlier in this document, and another document which verifies identity and legal age) in order to gain entrance into a social event and/or to receive a valid wristband for admission into the segregated area for alcohol service.
7. A member or guest must be wearing the colored, sequentially numbered wristband assigned to the social event in order to be served alcohol.
8. One TIPS certified security monitors must be stationed at the entrance to the segregated area where alcohol is dispensed. His/her function is to guarantee that those entering the segregated area are wearing a valid wristband that affirms they are of legal age.
9. All unused wristbands, the completed wristband log, and the Driver's License Booklet must be submitted to the Office of the Deans of Students by 12:00 noon on Monday immediately following the registered social event. The organization may be billed for used wristbands at the end of the semester. Late party kits may be assessed a late fee of \$50 per 24-hour period or be contacted by the IFC for a judicial hearing.
10. The unused wristband sequential numbers must match identically the wristband distribution log.
11. Students and/or guests who are not wearing a valid colored, sequentially numbered wristband assigned to the social event by the Office of Fraternity and Sorority Affairs, and who are in possession and/or consuming alcohol beverages will be charged with a violation of the alcohol policy. The organization hosting the social event also will be charged.

**REQUIREMENTS FOR COMPLIANCE WITH THE ALCOHOL POLICY RELATING TO
STUDENTS AND STUDENT ORGANIZATIONS:
OFFICE OF PUBLIC SAFETY PROCEDURES**

1. Public Safety officers will conduct random checks of all social events.
2. Public Safety officers may enter the university or non-university owned chapter house at any time without being escorted by representatives of the chapter.
3. The Public Safety officers will check the same items listed on the GMT Monitoring Check-List for compliance.
4. During each visit, the Public Safety officers also will made a random checks (valid identification for entrance to the social event, valid identification for possession of a valid wristband and/or verification that assigned colored and sequentially numbered wristbands as assigned by the Office of Fraternity and Sorority Affairs are being used) of at least five (5) persons to determine compliance with all policies.
5. Public Safety officers will make periodic unannounced checks of chapter houses who have not registered social events.
6. University officials reserve the legal right to enter any University-owned or University-sponsored property (non-University-owned fraternity houses) at any time to determine whether or not a violation of University policy or local or state law has occurred. This check is usually reserved for public areas unless there is reasonable cause to believe that a violation may exist or has occurred in a private room or area.
7. Public Safety officers may not always indicate which violations apply at the time of a visit since all reports and information are subject to review by the Office of the Deans of Students and the Director of Public Safety at a later time. Charges may be filed at a later date as a result of this review.

**Mixers, Closed Functions, Formals Scheduled By
Fraternities and Sororities**

The following guidelines apply to social fraternities and sororities conducting mixers, formal, and/or closed chapter functions.

Mixers Between One or More Fraternities and/or Sororities

Mixers Without Alcohol

A mixer without alcohol must be registered, in writing, with the Assistant Dean of Students and may be held Sunday through Saturday according to established University policy. All University, Interfraternity Council, Panhellenic Association, FIPG, and national policies, procedures, and guidelines apply to a mixer.

The function is subject to inspection by the Department of Public Safety and/or the Greek Monitoring Team.

**Closed Chapter Functions:
Involving Only Members of One Greek Organization**

Closed Chapter Function With Alcohol

A fraternity or sorority may host a closed chapter function **with alcohol** involving only the members (no dates and/or guests) for the purpose of conducting a specific ritual activity (special dinner, etc.). The function must be registered using a Social Event Registration Form (SERF) and a Space Reservation Form.

All University, Interfraternity Council, and Panhellenic Association policies, procedures, and guidelines apply to a closed chapter function involving only members.

The function is subject to inspection by the Department of Public Safety and/or the Greek Monitoring Team.

Closed Chapter Function Without Alcohol

A fraternity or sorority may host a closed chapter function **without alcohol** involving only the members for the purpose of conducting a specific ritual activity (pre-initiation, initiation, formal meeting, special dinner, etc.) and does not require registration using a Social Event Registration Form (SERF).

A closed chapter function of this type must be registered, in writing, with the Assistant Dean of Students, not using a SERF, and may be held Sunday through Saturday according to established University policy. All University, Interfraternity Council, and Panhellenic Association policies, procedures, and guidelines apply to a closed chapter function involving only members of a fraternity or sorority.

The function is subject to inspection by the Department of Public Safety and/or the Greek Monitoring Team.

**Closed Chapter Functions:
Involving Only Members of One Organization
And A Date or Guest**

Closed Chapter Function With Alcohol

An organization may host a closed chapter function with alcohol that is open only to members of the organization and a date or guest such as a Formal. The function must be registered using a Social Event Registration Form (SERF) and a Space Reservation Form.

All University, Interfraternity Council, and Panhellenic Association policies, procedures, and guidelines apply to a closed chapter function involving members of a fraternity or sorority and the member's date or guest.

The function is subject to inspection by the Department of Public Safety and/or the Greek Monitoring Team.

Closed Chapter Function Without Alcohol

An organization may host a closed chapter function without alcohol that is open only to members of the organization and a date or guest. The function must be registered (not using a SERF), but does not count as one of the organization's registered social events. The function is subject to inspection by the Department of Public Safety and/or the Greek Monitoring Team.

Training For Intervention Procedures (TIPS)

The purpose of TIPS is to help people create the kind of environment that promotes safe and responsible enjoyment of alcohol. Social awareness and concern about the consequences of alcohol misuse have grown in recent years. With social awareness has come greater demand for responsibility, particularly for those who serve or sell alcohol to the general public. *The aim of the TIPS program is to help people promote and encourage responsible drinking behavior wherever alcohol is served or consumed.*

The TIPS program goal is to establish acceptable standards of practice for serving and selling alcohol beverages.

TIPS designed for the University is a skills training program that has been designed specifically for college students. Students sometimes find themselves in situations where alcohol is being served and consumed. With TIPS training, the student will gain skills to prevent intoxication in others. In addition, some students also serve alcohol beverages. At a social Greek organization function, student may have little time to communicate with those they serve and may have little opportunity for sizing up the situation to make certain everything remains under control. TIPS for the University addresses these differences by incorporating ideas generated from talking with students.

The University encourages social Greek organization members to participate in a TIPS certification program available through the Office of the Deans of Students. The following individuals are Certified TIPS Trainers and can provide the certification training program:

Chip Marrara, Assistant Dean of Students
Tracy Shaynak, Director of Community Health
Bob Thomas, Drug and Alcohol Prevention Coordinator

The following individuals must be TIPS or alcohol certified in order to work at social Greek organization events:

- Front Door Invitation Table Monitors
- Wristband and ID Checking Station Monitors
- Entrance to Segregated Area Monitor
- Bartenders
- Greek Monitoring Team Representatives

**Social Event Monitor Guidelines For
Bartenders, Front Door Monitors, Segregated Area Monitors,
and Identification/ Wristband Distribution Monitors**

Individuals assigned to work a registered social event with alcohol must adhere to the following guidelines.

Any violation of these guidelines will result in the following sanctions: (1) the individual's TIPS or alcohol certification being revoked, (2) the individual will be charged with a violation of University policy, and (3) the sponsoring organization will be charged with a violation of University policy.

1. The individual(s) may not consume alcoholic beverages prior to and/or during his assigned work shift at the social event.
2. The individual(s) must not allow anyone (members or guests) to interfere with the performance of his duty, therefore:

Bartenders

All bartenders must hold current TIPS or alcohol certification cards and be at least **18 years age**. Bartenders must be in possession of their TIPS or alcohol certification cards while on duty. Only bartenders assigned to the bar are permitted behind the bar and may distribute alcoholic beverages. The bar area may never be left unattended.

Identification and Wristband Distribution Station Monitors

Only monitors assigned to the identification and wristband distribution station may check for valid identification and issue wristbands. The station may never be left unattended for any reason. **The monitor also is responsible for securing the wristband on the RIGHT wrist of the individual so that it may not be removed and/or tampered with.**

Identification station monitors should compare all drivers license IDs with the following documents if they have any reason to believe the driver's license ID is false:

1. The Driver's License Booklet for the United States and Canada;

The following guidelines should be used in checking and verifying identification of both students and non-students.

Valid ID Required For Non-21 Year Old Bucknell University Student

The valid identification for a non-twenty-one year old Bucknell University student is a current Bucknell University student identification card.

Valid ID Required For Non-21 Year Old Non-Bucknell University Student

The valid identification for a non-twenty-one year old non-Bucknell University student is a valid driver's license, state photo identification card, military photo identification card, or valid photo passport.

Valid Identification Required For 21 Year Old Bucknell University Student

The valid identification for a twenty-one year old Bucknell University student is (1) a current Bucknell University student identification card, AND (2) a valid driver's license from the student's state of residence, a student's state of residence photo identification card, a military photo identification card, or valid photo passport.

**Valid Identification Required For 21 Year Old
Non-Bucknell University Student**

The valid identification for a twenty-one year old non-Bucknell University student is a valid driver's license, a state of residence photo identification card, a military photo identification card, or valid photo passport.

Front Door Monitors

Front door monitors may not leave their station for any reason, and they may not make exceptions to the guest list for any reason. Students who fail to produce a valid Bucknell University identification card may not be permitted to enter the event.

Segregated Serving/Consumption Area Monitors

Segregated area monitors should check the wristband of every individual entering the segregated area to determine that the wristband has not been tampered with and that it is a valid wristband assigned to the event by the Office of Fraternity and Sorority Affairs.

Guidelines for University-Arranged Transportation

- A. Absolutely no alcohol will be permitted in any vehicle.
- B. Organizations hosting the function will be held responsible for the actions of all members and/or guests.
- C. All charges incurred due to misconduct will be the financial responsibility of the host organization(s).
- D. Each organization will be responsible for purchasing fifty (50) motion sickness bags at a cost of \$4.00.

- E. It is mandatory that at least at least ten (10) of the specified motion sickness bags will be available on each vehicle when using University arranged transportation for destination to a social function.
- F. At least one (1) officer of the organization will be required to complete a final check of the condition of all vehicles with the driver at the final destination.
- G. If there is a reported incident, i.e., vomit, broken windows, verbal and/or physical abuse of the driver, damaged upholstery, etc., the organization(s) responsible may lose the privilege to utilize University arranged transportation and will result in disciplinary action by the Community Judicial Board.

Commonwealth of Pennsylvania Definition for Hazing

HOUSE BILL No. 749 (4-30-86)

"Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purpose of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Any person who causes or participates in hazing commits a misdemeanor of the third degree.

The Simplest Way to State the Law:

Any action taken or situation created that may produce any level of embarrassment pain, ridicule, or harassment is hazing, regardless of the willingness of the participant.

If it is something you would not do in front of a parent, police officer or a judge then it is an activity you should not be doing.

Social Event Facility Occupancy Capacities

According to University policy, the number of members and guests attending an activity sponsored by a student organization may not exceed the maximum capacity of the facility as determined by the Pennsylvania Fire and Panic Act. The policy also states that the maximum capacity must be posted at the entrance to the facility or party area.

Please be advised of the following maximum capacity of facilities normally used by social Greek organizations:

It is the responsibility of those serving as security monitors at the entrance to the facility to ensure that the maximum capacity of the facility is not exceeded.

Larison Dining Hall	300
Hunt Formal	230
Terrace Room	200
Hunt Formal	350
Hunt Informal	125

Chi Phi Ground floor: 52 unconcentrated, 113 standing
 *under review due to new construction
 1st floor living room: 32 unconcentrated, 69 standing

Delta Upsilon/Demosthenean Hall
 Ground floor (front): 60 unconcentrated, 128 standing
 Ground floor (rear dining room): 72 unconcentrated, 154 standing
 1st floor: 62 unconcentrated, 135 standing

Kappa Sigma

Lambda Chi Alpha Ground floor: 42 unconcentrated, 91 standing
 1st floor: 127 unconcentrated), 272 standing

Phi Gamma Delta Ground floor: 83 persons (unconcentrated), 207 persons (standing)
 1st floor – 114 persons (unconcentrated), 245 persons (standing)

400 St. George St. Ground floor: 48 persons (sitting), 103 persons (standing)
 1st floor: 68 persons (sitting), 145 persons (standing)

23 University Ave. Ground floor: 125 persons (unconcentrated), 180 persons (standing)

Phi Kappa Psi Ground floor: 78 persons (unconcentrated), 105 persons (standing)
 1st floor dining room: 45 persons (unconcentrated), 95 persons (standing)
 1st floor living room: 53 persons (unconcentrated), 160 persons (standing)

Sigma Phi Epsilon Ground floor dining room: 102 unconcentrated, 219 standing
 1st floor living room: 67 unconcentrated, 143 standing

Sigma Chi Ground floor/social room: 113 unconcentrated, 244 standing
 1st floor living room: 78 unconcentrated, 167 standing
 * Exit door to Balcony cannot be used as an egress exit, Exit doorway to east hall swings wrong direction

Theta Chi Ground floor (dining room): 91 unconcentrated, 195 standing
 Ground floor (bar room): 18 standing only
 1st floor living room: 79 unconcentrated, 169 standing

Tau Kappa Epsilon Ground floor dining: 67 unconcentrated, 144 standing
 Ground floor bar room: 43 persons standing only

Limits as noted are applicable to the Pennsylvania UCC known as Act 45. Act 45 references the International Building Code to determine occupancy limits. Previous occupancy limits were determined under the Pennsylvania Fire and Panic Act. Occupancy capacities are noted as Unconcentrated (seating & obstructions) and as standing (seating & obstructions removed from the assembly area). During occupancy of these areas limits are to be determined and enforced as either unconcentrated or standing.
Note: Groups or areas may not be combined.

Bucknell University
The Panhellenic Association

Resolution on Panhellenic Association Alcohol Initiative May 1, 2000
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Whereas, the National Panhellenic Conference has resolved to support the efforts of fraternity houses to be “dry” by fall of 2000,

Whereas, the National Panhellenic Conference has resolved to not endorse the co-sponsorship of events involving alcohol in chapter facilities,

Whereas, all national chapters at Bucknell University have pledged support of this resolution in varying degrees,

Whereas we, as fraternity women, recognize the need for increased personal and chapter responsibility,

Whereas we, as fraternity women, recognize the increasing risk of alcohol abuse among college students,

Whereas the members of the Panhellenic Association strive consistently to reduce underage consumption of alcohol,

Whereas, we support the efforts and desires of fraternity men to live in clean and pleasant houses,

Whereas co-sponsoring can be defined as planning, running, or endorsing a function.

Be It Hereby Resolved, that the Bucknell University Panhellenic Association and its chapters will not, by Fall 2000, support the co-sponsorship of all functions involving alcohol,

Be It Hereby Further Resolved that individual chapters will be charged with creating a program to monitor and enforce this policy based on national and Bucknell university policies.

Meredith T. Alan
President, Panhellenic Council
May 1, 2000

Bucknell

Date: Summer 2006

To: All Fraternity and Sorority Presidents

From: Chip Marrara, Assistant Dean of Students

Re: Pop – Son Nights & Big and Little Week

Events traditionally known as “Pop – Son Nights” or “Big and Little Week/Day” are not part of any standard new member education process therefore are not sanctioned by Bucknell University or your organizational headquarters. These events have traditionally engaged individuals in hazing and substance abuse activities that have had serious individual and organizational consequences. Events such as these will not be tolerated in any shape or form and will result in the immediate suspension of chapters involved.

If you have any questions regarding this matter, feel free to contact me.

Cc: Gerry Commerford, Acting Dean of Students
Karen Landis, Asst. Director of Fraternity and Sorority Affairs
Council on Greek Life
File

Bucknell

Date: Summer 2006

To: Fraternity and Sorority Presidents
Alumni and University Advisors
Alumni Corporations

From: Chip Marrara, Assistant Dean of Students

Re: Public Safety/Party Checks

Many individuals in the past have had questions pertaining to who can and cannot enter a fraternity or sorority house, suite or wing. Bucknell University fraternity chapter houses and Hunt Hall whether they are university owned or not, are “university controlled.” Because Bucknell University permits its’ students to reside in these facilities, university administrators have jurisdiction and responsibility for these facilities.

University Public Safety, members of Facilities Services, or Student Affairs administrators may enter a chapter house/suite/wing at any time to investigate a perceived/alleged violation or to address a health/safety/maintenance issue. They do not require an escort or permission from the chapter to enter. This can include but is not limited to; party checks, investigating an unregistered event, addressing maintenance issue, or attempting to locate an individual.

Public Safety officers and university administrators have always displayed sound judgment in respecting the privacy of others and will continue to do so. If you have any questions, feel free to contact me.

Cc: Gerry Commerford, Acting Dean of Students
Jason Friedberg, Director of Public Safety
File