



GREEK LIFE RISK MANAGEMENT COMPLIANCE FORM FALL 2019

Dear Student Organization President:

Attached you will find the Kutztown University Risk Management Policy and Compliance Form. All Greek-lettered student clubs/organizations are required to file compliance forms with Kutztown University.

This Policy is to be read by/to all active and new members. Upon reading the policy, each active and new member is to sign the appropriate compliance form. When completed, the compliance forms are to be **returned** to the Assistant Director **within three (3) days after the commencement of the new member orientation period to the MSU Operations, MSU 274. If your group is not taking a new member class/line this semester, the form needs to be turned in within 2 weeks of school beginning.**

The Policy is to be retained by the organization New Member Educator and posted (if possible) in a prominent place throughout the entire new member orientation period. Additional copies of the Policy and Compliance Forms are available in the Office of Student Union & Involvement Services, 153 McFarland Student Union, or can be obtained via the United Greek Council Group on KUnited.

Thank you for your cooperation.

GUIDELINES AND PROVISIONS

ALCOHOL AND DRUGS

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 at 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 or with 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 or common source(s) of alcoholic beverage, for example, 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. 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 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 a function 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 pledge, associate/new member 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 pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation.

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 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."

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, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations 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 or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

HAZING POLICY OF KUTZTOWN UNIVERSITY

Act 175 of 1986 (The Anti-Hazing Law) of the Commonwealth of Pennsylvania prohibits students and student organizations from hazing applicants for membership and from hazing persons who are already members to maintain their memberships in organizations.

Definition

An organization and its members are engaged in hazing if it engages in any activity, for purpose of initiation or continuing membership, which recklessly or intentionally endangers the physical or mental health of a student. This means any potentially dangerous forced physical activity, any activity which could cause a student to suffer extreme mental stress as well as any form of forced activity potentially harmful to the mental health or dignity of a student.

Hazing activities include, but are not limited to the following activities:

1. whipping, beating, branding, forced calisthenics
2. exposure to the elements
3. forced consumption of food, liquor, drugs (legal or illegal) or any other substance
4. sleep deprivation, forced exclusion from social contact
5. conduct which could result in extreme embarrassment
6. nudity, coerced sexual activity, confinement, physical restraints or mental harassment.

An organization and its student members are also engaged in hazing if pledge, initiation, or continuing membership activities cause the willful destruction or removal of public or private property.

Act 175 provides that no student can consent to being hazed. Any activity falling within the definition of hazing activities is considered to be a forced activity, subjecting the organization and its members to the full range of penalties.

Penalty

Any organization found to have engaged in hazing may have its official recognition revoked. Any student who participates in hazing may be fined, suspended, or disciplined. Hazing is also a criminal penalty. Any student who participates in hazing may be arrested and prosecuted. Conviction may result in jail term of one year in addition to any other applicable penalty under the Pennsylvania Crimes Code.

Hazing Prohibition

This policy prohibits the hazing of applicants for membership in student organizations; persons who are already members of organizations; or any other student for any other purpose.

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While the above policy is the official hazing policy of Kutztown University, any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. The listing below is an in-depth look at what activities are considered hazing. These activities include, but are not limited to:

1. Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of another; (b) cause embarrassment or shame to another; (c) cause another to be the object of malicious amusement or ridicule; (d) or cause psychological harm or substantial emotional strain.
2. Holding new members to different standards than the membership of the organization, i.e. requiring new members to do study hours if that is not the requirement of all members. All standards of initiated members should apply to new members as well.
3. Humiliation in front of non-members by reference to “pledgeship.”
4. Line-ups of the new members/recruits, or grilling individuals or groups with questions of any kind.
5. Deception prior to the end of an initiation process to convince a new member that he or she will not complete initiation/training.
6. (Non)Members told to do anything exclusively for the entertainment of the organization members.
7. Forcing, coercing, or permitting students to disrupt scheduled classes, public forums, or other facets of the University’s academic programs such as creating activities that are so time consuming that students cannot go to class, do homework, sleep, etc.
8. Any form of obtaining signatures of members or alumni (i.e. lists, on paddles, on balloons, etc..) or obtaining handshakes/greetings/phone calls.

9. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work (push-ups, sit-ups, morning walks, calisthenics, etc.). No one truly knows the physical limitations of individuals and the safety of our students must always come first.
10. The application of foreign substances to the body, such as throwing food, spraying water of any temperature, etc.
11. Scavenger hunts of any kind.
12. Activities which result in illegal activity, new member ditches, kidnaps, unity walks, blindfolding, etc.
13. Forcing, coercing, or permitting students to be deprived of sufficient sleep. (Eight consecutive hours per day is the required standard.)
14. Any paddling, swatting, or individual or collective spanking.
15. Personal errands run by new members for returning organization members.
16. Assigning pranks such as stealing, painting objects, or harassing another team/organization.
17. Depriving students of access to their residence hall rooms such as taking their keys, making them spend the night in another's rooms or at a house, etc.
18. Not providing decent and edible food (i.e., no unusual combinations or preparation, colored foods, raw food, strange combination shakes, etc.).
19. Depriving student access to means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
20. Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
21. Forced nudity and/or forcing, allowing or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.
22. Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
23. Branding/Tattooing any part of the body, whether voluntary or involuntary.
24. Forcing, coercing or permitting students to disrupt the operation of the University dining commons.
25. Any form of punishment/and or demerit system is prohibited.
26. Any activity or ritual that involves the abuse or mistreatment of an animal.

All fraternity and sorority new member orientation programs must fall within the following guidelines:

- All organizations must gain approval for academic eligibility prior to beginning new member orientation.
- All organizations must submit the proper paperwork prior to beginning new member orientation.
 - IFC/CPC – a copy of the new member program must be submitted to the Assistant Director
 - MGC – Notice of Intake form must be completed and submitted to the Assistant Director
- Programs will last a maximum of eight (8) weeks in length. This time includes all breaks. All organizations are encouraged to conclude their programs prior to the eight week maximum time limit.
- Programs will only take place during the regular academic year. No programs will take place during summer sessions and/or non-academic weeks.
- New member education programming and activities must be completed by 11:00 p.m.
- All programs must be supervised/attended by chapter officer(s), new member educator(s), and/or alumni/alumnae members.
- All programs must be completed two weeks prior to the end of the semester.
- All programs must be completed within the same semester as when they began. If for some reason organizations must holdover members to the following semester, written permission must be obtained by the Assistant Director.

HOW TO CONSIDER IF SOMETHING IS HAZING...

1. What is the value/purpose of the activity?
2. Would you want to do this activity yourself?
3. Could anything regarding this activity be considered hazing? (i.e. Is it Degrading? Mean Spirited? Excessive? Pointless?)
4. Is there another way to conduct the activity in a positive light?
5. Does the activity match the mission/values/creed of your club/organization/team/institution?

WHEN IN DOUBT... Ask Questions - Be Proactive - Seek out Resources

NEW MEMBER EDUCATION PROGRAMS

It is assumed that once a student club/organization submits all Anti-Hazing Compliance Forms there is a clear understanding of the Hazing Policy and therefore New Member Education Programs will not include any form of hazing.

A suggested format for a new member education program should include the following:

- ⇒ Goals and objectives
- ⇒ Full participation in the club/organization (e.g. meetings, events, committees)
- ⇒ Advisor and Alumni role in the program
- ⇒ Scholarship Development
- ⇒ Leadership Development
- ⇒ Campus Community Service
- ⇒ Education about history and purpose of the organization
- ⇒ Getting all members to know one another
- ⇒ Social activities

All activities of a new member education program should be positive in nature. Each organization should ask themselves if their activities and behaviors could be publicly justified to University officials. If they cannot, other alternatives should be considered.

Fraternalities and sororities are encouraged to consult with their Inter/National Headquarters and the Office of Student Involvement for New Member Program development. In addition, this consultation is also encouraged if there are any questions regarding activities which might be in potential violation of the **RISK MANAGEMENT POLICY**.

**RISK MANAGEMENT COMPLIANCE FORM
FOR MEMBERS OF:**

(NAME OF CLUB/ORGANIZATION)

All members of student organizations at Kutztown University are required to sign this form and return it **within three days after the commencement of the new member orientation period to the Office of Student Involvement, 153 McFarland Student Union.** Failure to file this form may result in disciplinary action.

AGREEMENT

We, the undersigned, have read and understand the Kutztown University Risk Management and Hazing Policy. We also have reviewed the policy with all members of our club/organization at our meeting and with all new members of our club/organization. We understand that as Chief Officers of our club/organization, we and the other Executive Committee members have the responsibility for assuring that these regulations are adhered to by all members of the organization:

PRINT NAME	SIGNATURE	DATE
President		
Vice President		
Treasurer		
Secretary		
New Member Educator		
Additional New Member Educator		
Faculty/Staff Advisor		

For Office use Only:

Received By: _____ Date Received: _____

**Please use the additional signature pages in this packet to obtain the names and signatures of all members who will be participating in your club/organization's activities this academic semester.

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**RISK MANAGEMENT COMPLIANCE FORM
FOR NEW MEMBERS OF:**

(NAME OF CLUB/ORGANIZATION)

All students who enter into a new member education program of a student club or organization at Kutztown University are required to sign this form and return it **within three (3) days after the commencement of the new member orientation period to the Office of Student Involvement, 153 McFarland Student Union.** Failure to file this form may result in disciplinary action.

We, the undersigned new members of this club/organization have read, understand, and will comply with Kutztown University's Risk Management Policy:

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