

UNIVERSITY OF NEW MEXICO
FRATERNITY AND SORORITY RISK MANAGEMENT PROCEDURES
*This policy applies to all fraternities and sororities hosted at The University of
New Mexico.*

HAZING

No chapter, colony, interest group, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as: Any action taken or situation created, whether on or off chapter 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 or 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, the wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading, or humility games and activities, late work sessions which are not consistent with scholastic activities, and any other activities which are not consistent with fraternal law, ritual, or regulations and policies of the educational institution.

SEXUAL ABUSE AND HARASSMENT

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

FIRE, HEALTH, AND SAFETY

1. Each chapter house will have an annual fire and safety inspection. A current report must be on file with the Office of Fraternity and Sorority Life in order to host social events.
2. Each chapter house will have an "Occupancy Limit," set by the fire marshal, certification completed and on file in the Office of Fraternity and Sorority Life.
3. Each chapter house will have one (1) fire drill each semester. The Office of Fraternity and Sorority Life will provide a form to Chapter Presidents to be filled out as proof of the drill and on file with the Office of Fraternity and Sorority Life in order to host social events.
4. All chapter houses should meet all local fire and health codes and standards.
5. All chapter houses 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.
6. All chapter houses should comply with engineering recommendations as reported by the insurance company.

WEAPONS POLICY

Each chapter will be in compliance with the UNM Student Code of Conduct Section Two, Article 2.13. that states that it is a violation of the student code of conduct for any student to use, possess or store a weapon.

ALCOHOL AND DRUGS

1. The possession, sale, use, or consumption of Alcoholic beverages, while on chapter premises is strictly prohibited.
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 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 beverage, e.g. kegs or cases, is prohibited.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”).
4. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a chapter event or at any event that an observer would associate with the chapter is strictly prohibited.
5. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization or tavern (tavern is defined an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
7. All recruitment activities associated with any chapter will be alcohol-free functions.
8. No member shall permit, tolerate, encourage, or participate in “drinking games”.
9. No alcohol shall be present at any pledge/associate/new member/novice program, activity, or ritual of the chapter.

YOU MAY BE LIABLE IF THE EVENT WAS...

Ask yourself the following questions to determine if an activity should be viewed as a chapter event. If you answer "yes," to any of the following questions, read further to see the reporting guidelines for specific chapter events. If the event does not fit into one of the events listed, discuss the event with your chapter advisor and realize that if you answer "yes," to any of the following questions, your chapter could be held liable for the event. Remember, the Office of Fraternity and Sorority Life staff is also available to help.

- Was the event pre-planned, or spontaneous?
- Was the event discussed during a chapter meeting or executive committee meeting? Was it advertised among the brothers through any means (word of mouth, flyer, email, internet social networking sites i.e. Facebook, MySpace)?
- Were chapter funds used in any way?
- Did chapter officers help plan the event in any way? Were they in attendance?
- Did the event occur as a result of another chapter function (e.g. big brother/sister night, bid night, post-initiation party, cross-over, reveling, exchanges, recruitment function)?
- Was the property where the gathering occurred owned, rented or leased by a member of the chapter?
- Would a third party construe the function as chapter-related?
- Was the chapter required to submit a report to Inter/National headquarters?

Non-Alcoholic events (UNM or Off Campus)

1. **REGISTRATION:** All social events must be registered and approved at least seven days in advance by the Greek Advisor. Forms are available in the Office of Fraternity and Sorority Life and must be completed and approved by the Office of Fraternity and Sorority Life staff. Chapters should keep their copies of the forms.
2. **All Fraternity and Sorority facilities are alcohol and illegal substances free.**
3. **NOISE LEVELS:** In accordance with City of Albuquerque regulations, noise levels will remain at 50dB or below at all times, with the following exception:
 - a. If sponsors wish to play music louder than 50 dB, they must obtain a temporary permit from the City of Albuquerque Environmental Health Department.
 - b. If a noise complaint is received and responded to by the UNM PD or an Office of Fraternity and Sorority Life staff member, the event may be immediately shut down at the discretion of the Office of Fraternity and Sorority Life staff member or UNM PD officer.
4. **LITTER AND DECORATIONS FOR EVENTS HELD AT CHAPTER FACILITIES:**
 - a. Litter around the chapter facility and on the streets must be picked up by 10:00 a.m. the morning following an event. Chapters must also pick up litter along the street they are located on. The “street” extends from University Avenue to Yale Avenue and includes both sides of the street.
 - b. Decorations can be placed no earlier than 24 hours prior to an event and must be removed by 10:00 a.m. after the event.

Current approved fire inspections certificates must be on file at the Office of Fraternity and Sorority Life before any event will be approved.

Appendices for these Events:

Non-Alcoholic Event Registration form,

Events where Alcohol is served

1. **REGISTRATION:** All social events where alcohol will be present must be held at a third party vendor and must be registered and approved at least seven days in advance by the Greek Advisor. Copies of the approved registration forms will be sent to the chapter(s). Chapters should keep their copies of the forms.
2. **PRE-EVENT MEETING:** All chapters are required to meet with the Greek Advisor at least three (3) working days prior to any event to review risk management procedures.
3. **NOISE LEVELS:** In accordance with City of Albuquerque regulations, noise levels will remain at 50dB or below at all times, with the following exception:
 - a. If sponsors wish to play music louder than 50 dB, they must obtain a temporary permit from the City of Albuquerque Environmental Health Department.
 - b. If a noise complaint is received and responded to by the UNM PD or an Office of Fraternity and Sorority Life staff member, the event may be immediately shut down at the discretion of the Office of Fraternity and Sorority Life staff member or UNM PD officer.
4. **USE OF FUNDS:** Alcohol may not be purchased through the chapter treasury or through member pooling funds. Drink “specials” specifically for the organizations event and chapter subsidized drink pricing are not permitted.
5. **VENDOR:**
 - a. When the completed registration form for the event is turned in for approval, a copy of the liability insurance and liquor license must be attached to the event form.
 - b. The vendor must:
 - i. Be properly licensed by the appropriate local and state authority. Copies of the state and local licenses must be attached to the event form.
 - ii. Be properly insured. A copy of the certificate of insurance may be requested.
 - iii. Agree in writing to cash sales only, collected by the vendor, during the function.
 - iv. Indemnify and hold harmless the University of New Mexico.
 - v. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including, but not limited to:
 1. Checking identification cards
 2. Not serving minors
 3. Not serving individuals who appear to be intoxicated
 4. Maintaining absolute control of all alcoholic beverages present
 5. Collecting all remaining alcohol at the end of the function (no excess alcohol – opened or unopened – is to be sold or furnished)
 6. Removing all alcohol from the premises (If applicable)
 7. Monitoring of the fire capacity.
6. **EVENT MONITORS & SECURITY LIAISONS:**
 7. Event monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved.
 8. Event monitors will be initiated members (preferably seniors) of the chapter(s).
 9. Event monitors are not to consume any alcohol during the event or six (6) hours prior to the event.
 10. Event monitors have the right to deny access to the event to anyone they think is already impaired by

alcohol or other drugs.

Social events on Friday and Saturday will not exceed than five (5) hours and must conclude by 2:00 a.m.

Current approved fire inspections certificates must be on file at the Office of Fraternity and Sorority Life before any event will be approved

Appendices for these Events:

Alcoholic Event Registration form,