



MINERVA'S SHIELD

THE RULES FOR HEALTH & SAFETY IN SIGMA ALPHA EPSILON

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When Heracles was a young man he was traveling in Argos and came to forked roads. On each road stood a beautiful woman. Goddesses in disguise beckoned him. The entire life and labors of this great Hero are explained by his free choice of Minerva and her path of virtue instead of the path of pleasure of Venus, who was chosen by Paris, princely son of King Priam of Troy. Brother Fraternity man, every act and thought of every day of your Fraternity life is a choice. May you always be a loyal son of Minerva. May our chapter halls be thronged with Hero ΣAEs.

from *The Phoenix*

so may you through

wisdom

learn to subdue the baser passions and

instincts

of your natures





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THE PATH TO FOLLOW STARTS HERE

Any insurance coverage that may be available to you under the Sigma Alpha Epsilon insurance program requires your full compliance with all of our policies and our health-and-safety guidelines as outlined in this manual.

Your personal insurance is always primary and stands ahead of the Sigma Alpha Epsilon insurance. There are specific exclusions that apply to chapters and members in our general liability insurance. Acts of hazing, sexual abuse/misconduct, assault and battery and violations of Fraternity alcohol policy, are excluded from our general liability coverage. Chapters and members involved in such conduct are not protected by our insurance program. You are strongly encouraged to review a complete copy of the Sigma Alpha Epsilon policy, which is available in the members-only area of our website at www.sae.net.

You should be aware that no Chapter Collegiate or house corporation or trust shall have any authority to act for or bind the Fraternity, in accordance with Section 30 of the Fraternity Laws of Sigma Alpha Epsilon.

You should also be aware that our Scope-of-Association/Membership Agreement is a condition of your membership in Sigma Alpha Epsilon. The agreement requires that you defend and indemnify Sigma Alpha Epsilon against any expense incurred if your conduct does not comply with the agreement. You can find that agreement in the members-only section of our website at www.sae.net.

with whom

honor is
sacred

CONSTITUTED

— OF THE —

Sigma Alpha Epsilon

ATTEST

Your Membership Agreement

We expect you and all of our members to comply with our health-and-safety policies and guidelines and our crisis-management procedures. You also have other obligations you took as an oath in ceremony as a new member and in our Scope of Association/Membership Agreement. This document is your obligation to the Sigma Alpha Epsilon Fraternity and is signed electronically upon your entering the members-only section of our website. It is a condition of your membership and needs to be read carefully and understood.

Agreement Defining Member's Association with Sigma Alpha Epsilon Fraternity

The mission statement of Sigma Alpha Epsilon Fraternity ("SAE") is to promote the highest standards of friendship, scholarship and service for our members based upon the ideals set forth by our Founders as specifically enumerated in our creed, "The True Gentleman." The member recognizes his membership with SAE is at all times voluntary and consensual. In consideration of being provided benefits commensurate with his status as a member of SAE, the member agrees to explicitly define the scope of his association with SAE as follows:

Members are also expected to read and agree to this agreement digitally online at www.sae.net when you claim your members-only account upon your acceptance into Sigma Alpha Epsilon.

1. Financial Responsibility.

The member is personally responsible for and promises to pay all debts incurred arising from his association with SAE, including, but not limited to, Fraternity dues, health-and-safety fees, province dues, local dues and/or housing association fees. The member hereby agrees to pay all costs, such as reasonable attorney's fees, whether suit is filed or not, if legal counsel is employed to collect any unpaid debt arising from his association with SAE.

2. Personal Conduct.

The conduct and/or activities specifically enumerated below, regardless of the time, place and/or manner in which they occur, fall outside the scope of the member's responsibilities, duties and association with SAE. Should the member engage in the conduct and/or activities specifically enumerated below, the member understands and agrees (1) he is acting outside the scope of his responsibilities, duties and association with SAE, (2) he accepts sole responsibility for his conduct and (3) he agrees SAE is not, and shall not be, considered legally liable or vicariously liable for his conduct.

- a. Further the member agrees that, in the event SAE makes any payment upon a claim, is required to defend itself, or incurs any expense arising out of or resulting from the member engaging in the conduct and/or activities specifically enumerated below, the member shall fully cooperate with SAE in pursuing recovery under any policy of insurance available to the member. If no policy of insurance is available, the member shall indemnify SAE for all expenses, including attorney's fees and costs, reasonably incurred by SAE.
- b. The following conduct and/or activities expressly fall outside the scope of a member's responsibilities, duties and association with SAE:
 1. Any act by the member which constitutes a violation of any criminal or civil law in the state in which the act occurred.
 2. Any act by the member which constitutes a violation of (a) SAE's Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and/or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is located.
 3. Any act by the member which constitutes hazing as that term is defined by (a) SAE's Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and /or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is domiciled.
 4. Participating in or submitting to hazing in any form. The member agrees not to submit to hazing. The member will not allow himself or anyone else to be hazed by any person. The member agrees to report to the Fraternity Service Center any activities that could potentially constitute the hazing of any person associated with SAE.
 5. Any intentional conduct by the member which results in physical or mental injury or property damage.
 6. Attendance or sponsorship of any event by member(s) of SAE, where (a) the event is not planned, promoted and approved by SAE at either the local or Fraternity level, (b) the event does not strictly conform with all of SAE written health-and-safety policies governing the sale and/or distribution of alcohol, and (c) the event does not strictly conform with all the law of the state where the event was held.
 6. Participating in, sponsoring, organizing or condoning any pledge or new-member process. The member and SAE agree that there is no pledge process or new-member process in SAE. The member specifically acknowledges that there is no membership classification known as "pledge" in SAE. The member agrees to report to the Fraternity Service Center any attempt by any chapter or individual to conduct a pledge or new-member process or any attempt by any chapter or individual to treat

or refer to any person associated with SAE as a pledge. The member acknowledges that any person who accepts an invitation to join a chapter of SAE will be initiated no later than 96 hours after he accepts his invitation to join SAE, unless that invitation is rescinded prior to initiation. A newly initiated member shall have all the rights and privileges of membership.

3. Further the member and SAE agree that any provisions of this document which are prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. This document, including all matters of construction, validity and performance, shall be governed by and construed and interpreted in accordance with the laws of the State of Illinois without giving effect to choice of law or conflicts of law provisions thereof. The member agrees to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be necessary or appropriate to give full force and effect to the terms of this document.

4. As a member of SAE, I understand this is a legally binding document. I warrant I have reached the legal age of majority in the state where this contract was executed. I further warrant I have the capacity to read and understand each and every provision of this document. Before signing, I have taken the opportunity to read the entire document and agree to its contents without objection or modification.



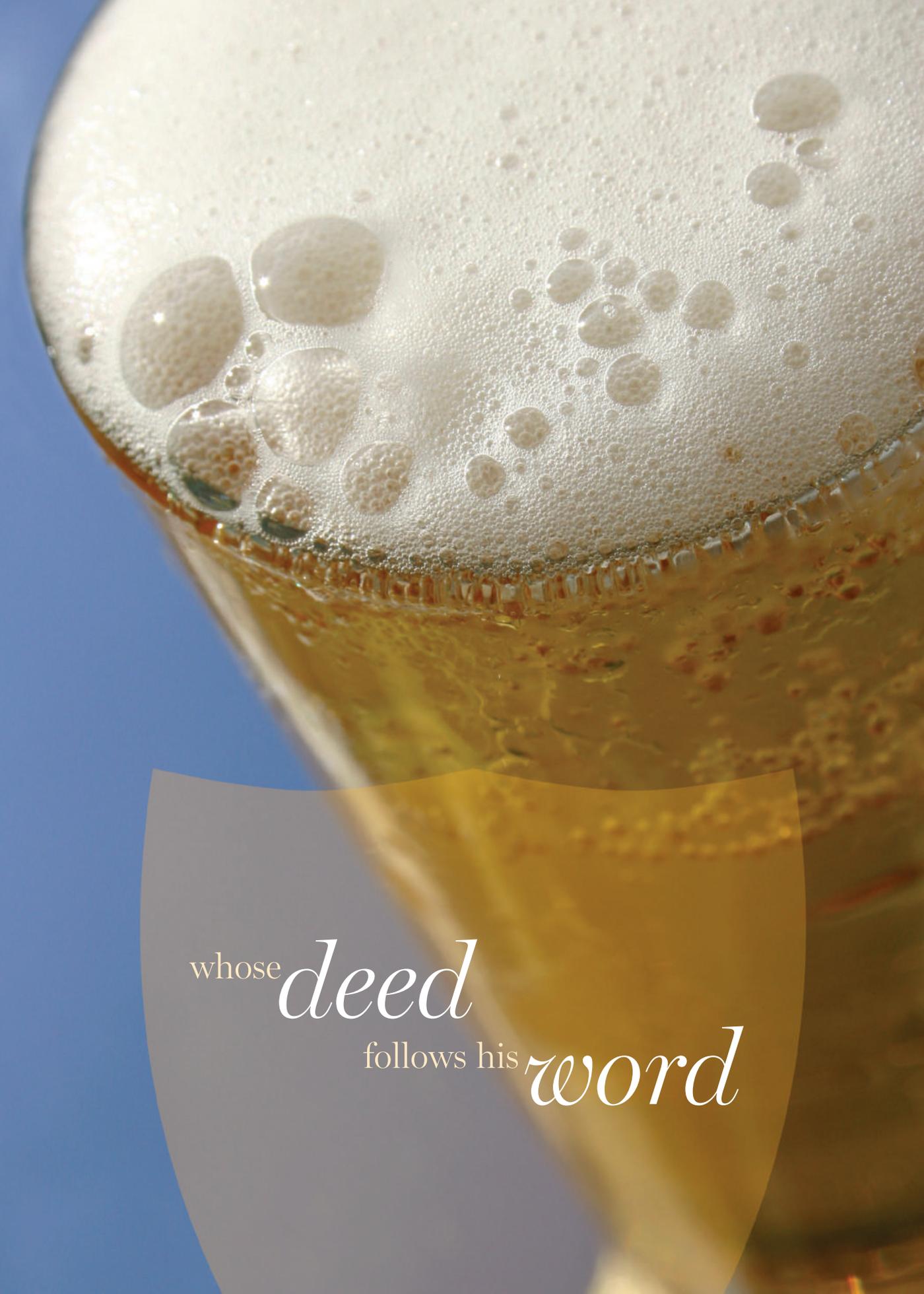
WE BELIEVE IN AN OUNCE OF PREVENTION

Throughout our lives we are given guidelines to follow: Don't swim after you eat, don't sit too close to the TV, eat your vegetables and wash your hands. Guidelines are only helpful if you are willing to follow them.

The Sigma Alpha Epsilon Fraternity and the Fraternity Service Center act as an informational and educational resource for our chapters and members. We do not have enough staff, nor is it our function, to control or supervise the daily activities of our chapters and members. You are adults, and we require that you follow our health-and-safety policies as well as our Fraternity Laws as a condition of your continued membership. If you elect to ignore our health-and-safety policies and our laws, you risk disciplinary action as well as loss of any general liability insurance coverage that may be available to you under the Sigma Alpha Epsilon insurance program.

If you have any questions about any guideline or need clarification, contact your Regional Director or the Director of Health & Safety. If you don't know their names or contact information, you can find them on our website at www.sae.net.

NOTE: *University policies that are more stringent than Sigma Alpha Epsilon's policies are to be followed. However, if they are directly in conflict with our policies, you will need to contact your Regional Director or our General Counsel for clarification. As a general rule, Sigma Alpha Epsilon will endorse the strictest policy.*



whose *deed*
follows his *word*

Alcohol and the Fraternity

- 1. THE POSSESSION, USE, SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES MUST BE IN COMPLIANCE WITH ANY AND ALL APPLICABLE FEDERAL, STATE OR CITY LAWS AND UNIVERSITY REGULATIONS. UNDERAGE POSSESSION AND CONSUMPTION IS PROHIBITED.**

The easiest way to keep a safe environment and your chapter out of trouble is to follow the law. Even though an underage member may think you are a better friend for letting him drink illegally, he will likely feel differently if he gets a driving-while-intoxicated or minor-in-possession ticket. Be smart and avoid these situations.

- 2. COMMON-CONTAINER (PUNCH, KEGS, ETC.) AND COMMON-SOURCE ALCOHOL DISTRIBUTION IS PROHIBITED ON CHAPTER PROPERTY AND AT ANY CHAPTER EVENT NOT AT A THIRD-PARTY ESTABLISHMENT.**

Common-source containers bring many negatives into the picture. The potential problems that can arise when they are present are much greater. Common containers may result in high-risk drinking. They are prohibited by Sigma Alpha Epsilon, and they must not be allowed in your chapter.

- 3. ANY AND ALL NEW-MEMBER ACTIVITIES MUST BE DRY. THIS INCLUDES FOLLOWING DRY RECRUITMENT POLICIES.**

So what is the point of dry recruitment? Since most potential new members and newly elected members are not of the legal drinking age, recruitment activities with alcohol violate both Fraternity policies and the law. All activities during the 96-hour bid-to-initiate phase of the True Gentleman Experience must be alcohol-free. Do you really want new members who joined your fraternity for the free beer? These individuals will probably continue to make drinking their focus throughout their time as a member. Including alcohol in recruitment has many negative aspects and reduces the focus of what it means to be in a fraternity.

- 4. HIGH-RISK DRINKING IS NOT TO BE CONDONED. IF HIGH-RISK DRINKING IS OBSERVED BY A MEMBER, HE SHOULD STOP IT IMMEDIATELY.**

Part I: Defining high-risk drinking

High-risk drinking occurs when an individual consumes alcohol in a manner that causes increased risk to his health and the safety of others. High-risk drinking often involves drinking a lot of alcohol in a short period of time.

High-risk drinking is a serious concern. If you believe that someone is overdrinking or ill, don't ignore the situation or attempt to care for him yourself. Be his best friend and seek proper qualified medical attention or call 911 and stay with the individual until help arrives.

Part II: No beer bongs/funnels, keg stands or any other dangerous way of consuming alcohol.

Individuals have choked on beer bongs and fallen during keg stands. Use common sense and stay away from these dangerous activities.

5. DRINKING GAMES ARE PROHIBITED.

The combination of competition and alcohol can be a very hazardous mixture. “Beer pong” and “quarters” are examples of drinking games. Never pressure or encourage a person to drink in violation of the law or against his will.

The other concern is competition. As we all know, some people are more competitive than others and will do anything to win. Drinking games can have unpredictable and adverse effects on people. Drinking games are the wrong place for competition, and you can never be certain about the effect that alcohol may have on someone else.

6. 100 PROOF ALCOHOL IS NEVER PERMITTED TO BE PURCHASED OR CONSUMED AT FRATERNITY EVENTS.

100 proof alcohols are very dangerous because small amounts can lead to faster and higher impairment levels. Furthermore, the amount of alcohol in a drink can be difficult to recognize in drinks that are fruit-flavored or heavily sweetened. Even if a third-party vendor is being used, 100-proof alcohol is not permitted. Refer to number 14 in this list for the policy on other types of hard alcohol.

7. NO ALCOHOL PURCHASES ARE TO BE MADE OUT OF THE CHAPTER’S TREASURY, THROUGH A COLLECTION OF FUNDS FOR ONE PURCHASE OR ANY FORM OF A “SLUSH FUND” OR “PASSING THE HAT.”

The simple truth behind the “no purchase” rule is that when the chapter collectively purchases alcohol, risks to the entire chapter and each individual member are greatly increased. This guideline has been established to protect the chapter and its members. If a tragedy does occur, and the chapter or members have purchased the alcohol, the chapter and every individual member may be held responsible in a lawsuit, which can lead to jail time and/or fines. In addition, all parties responsible for purchasing the alcohol will likely not be covered under insurance.

8. THE SALE OF ALCOHOL DIRECTLY THROUGH THE CHAPTER TO ANY INDIVIDUAL IS PROHIBITED. THIS INCLUDES SELLING TICKETS, CHARGING ADMISSION OR ANY OTHER DIRECT OR INDIRECT MEANS OF DISTRIBUTION.

The chapter exposes itself and all of its members to a high level of risk if it sells alcohol, and many problems can arise. The insurance that taverns and bars carry is very expensive, even though they have hired security and have all necessary permits. Your chapter is not insured to sell alcohol. More importantly, your chapter does not have a license to sell alcohol and would be breaking state and local law by selling alcohol. Do not sell cups, charge admission, sell tickets or anything else that may be perceived as selling alcohol. Advertising your event by promoting alcohol (e.g. "Beer Olympics") is prohibited. Likewise, selling tickets or charging admission to a social event is prohibited.

9. EACH MEMBER MUST FAMILIARIZE HIMSELF WITH THE DRINKING-AGE LAWS, REGULATION-OF-SALES LAWS, OPEN-CONTAINER LAWS AND OTHER LAWS PERTINENT TO THE LOCAL JURISDICTION, SPECIFICALLY DRAM-SHOP LIABILITY, IMPLIED CONSENT AND HOST-LIQUOR LIABILITY.

10. EACH CHAPTER MUST INCLUDE ALCOHOL AWARENESS IN ITS MEMBER-EDUCATION PROGRAMMING.

11. WHEN ALCOHOL IS PRESENT, FOOD AND NON-ALCOHOLIC BEVERAGES SHOULD BE AVAILABLE.

It is a good practice to have ample food and non-alcoholic beverages available when

people choose to drink alcohol. If guests do not want to drink, they will have another option readily available. Food can also help reduce the adverse effects of alcohol.

12. DO NOT SERVE ALCOHOL TO SOMEONE WHO APPEARS INTOXICATED.

13. NO ONE CAN BE FORCED TO DRINK.

If someone does not want to drink, do not force him or her to do so. It is the individual's right to refuse, and you are obligated to respect that decision.

14. NO HARD ALCOHOL IS PERMITTED AT CHAPTER EVENTS UNLESS IT IS SERVED BY A THIRD-PARTY VENDOR OPERATING A CASH BAR.

A cash bar may only be operated by a properly licensed and insured third-party vendor. A chapter, and its members, cannot operate a cash bar.

15. NO ALCOHOL MAY BE SERVED OR SHOULD BE PRESENT AT A PHILANTHROPIC EVENT SPONSORED BY THE CHAPTER.

Social Events with Alumni and Parents

Sigma Alpha Epsilon events that involve or include alumni or parents are subject to the same guidelines and regulations as those spelled out for chapter-sponsored social events. This guide details social policies for events at which both underage and those who are of the legal drinking age will be in attendance. Examples of these events include homecoming, parents' weekends, barbecues and tailgating. Note that if collegiate members are present, all of the provisions in this guide will apply.

Indemnification

Sigma Alpha Epsilon will not defend or indemnify any host college or university institution against the institution's negligence. Also, no chapter, adviser, volunteer or house-corporation officer has authority to sign a college or university document on behalf of the Fraternity that would bind Sigma Alpha Epsilon. Additionally, pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§1450-14505, college or university host institutions may not hold Sigma Alpha Epsilon volunteers at any level liable for harm caused by a negligent act or omission of a volunteer who was acting within the scope of his responsibilities as a Sigma Alpha Epsilon volunteer. Proposed indemnification agreements must be reviewed and approved by the Fraternity's General Counsel.



whose *self control*
is equal to all emergencies

Drugs, Controlled Substances & Firearms

Illegal drugs and controlled substances have been a nagging problem in the university world for decades. The choice to have drugs on chapter property is a choice that endangers your chapter immediately. Drugs should not be tolerated in association with Sigma Alpha Epsilon in any way. These guidelines are to be followed and will help create a healthy chapter environment. If you need additional resources or help, contact the Fraternity Service Center.

- 1. WHERE STATE AND FEDERAL LAWS CONFLICT, YOU ARE BOUND BY THE STRICTER LAW.**
- 2. THE POSSESSION, SALE AND/OR USE OF ANY ILLEGAL DRUGS DURING A CHAPTER EVENT, ON ANY CHAPTER PROPERTY OR AT AN EVENT THAT COULD BE ASSOCIATED WITH SIGMA ALPHA EPSILON IS PROHIBITED.**
- 3. THE ABUSE OR SALE OF ANY CONTROLLED SUBSTANCE DURING A CHAPTER EVENT, ON ANY CHAPTER PROPERTY OR AT ANY EVENT THAT COULD BE ASSOCIATED WITH SIGMA ALPHA EPSILON IS PROHIBITED.**
- 4. IF A MEMBER IS SUSPECTED OF SUBSTANCE ABUSE, IT IS HIGHLY RECOMMENDED THAT THE CHAPTER SEEK PROFESSIONAL ASSISTANCE AND ATTEMPT TO ADDRESS AND RESOLVE THE PROBLEM. PROFESSIONAL COUNSELING SHOULD BE USED IN THIS EFFORT, AND SUCH SERVICES ARE USUALLY AVAILABLE VIA UNIVERSITY HEALTH SERVICES.**
- 5. EACH CHAPTER SHOULD INCLUDE DRUG AWARENESS IN ITS MEMBER-EDUCATION PROGRAM.**
The goal of this program is to make our chapters and members aware that all forms of illegal drugs are both dangerous and prohibited and that bringing drugs into the house or chapter activities will have adverse consequences for the chapter and its members.
- 6. THE FRATERNITY RECOMMENDS THAT NO FIREARMS — INCLUDING BEE BEE, PELLET OR AIR GUNS OF ANY TYPE — BE STORED OR PERMITTED IN CHAPTER HOUSES OR ON FRATERNITY PROPERTY.**



who thinks of the

rights and *feelings*

of

others rather than his own

Hazing

Hazing in any form is not acceptable. Chapters are to be hazing-free at all times. If you have to ask if an activity is hazing, then it probably is. Hazing is also illegal in almost every state and can result in incarceration and fines.

Hazing is against our Fraternity Laws, in accordance with Section 32. You can be expelled, or your chapter can be closed for hazing as detailed in Section 65C. Anyone who hazes is not covered by our general liability-insurance policy. If hazing does become a concern for any member and you would like to report it, call our anonymous hazing hotline at 1-888-NOT-HAZE. You may always contact your Regional Director for assistance or guidance as well.

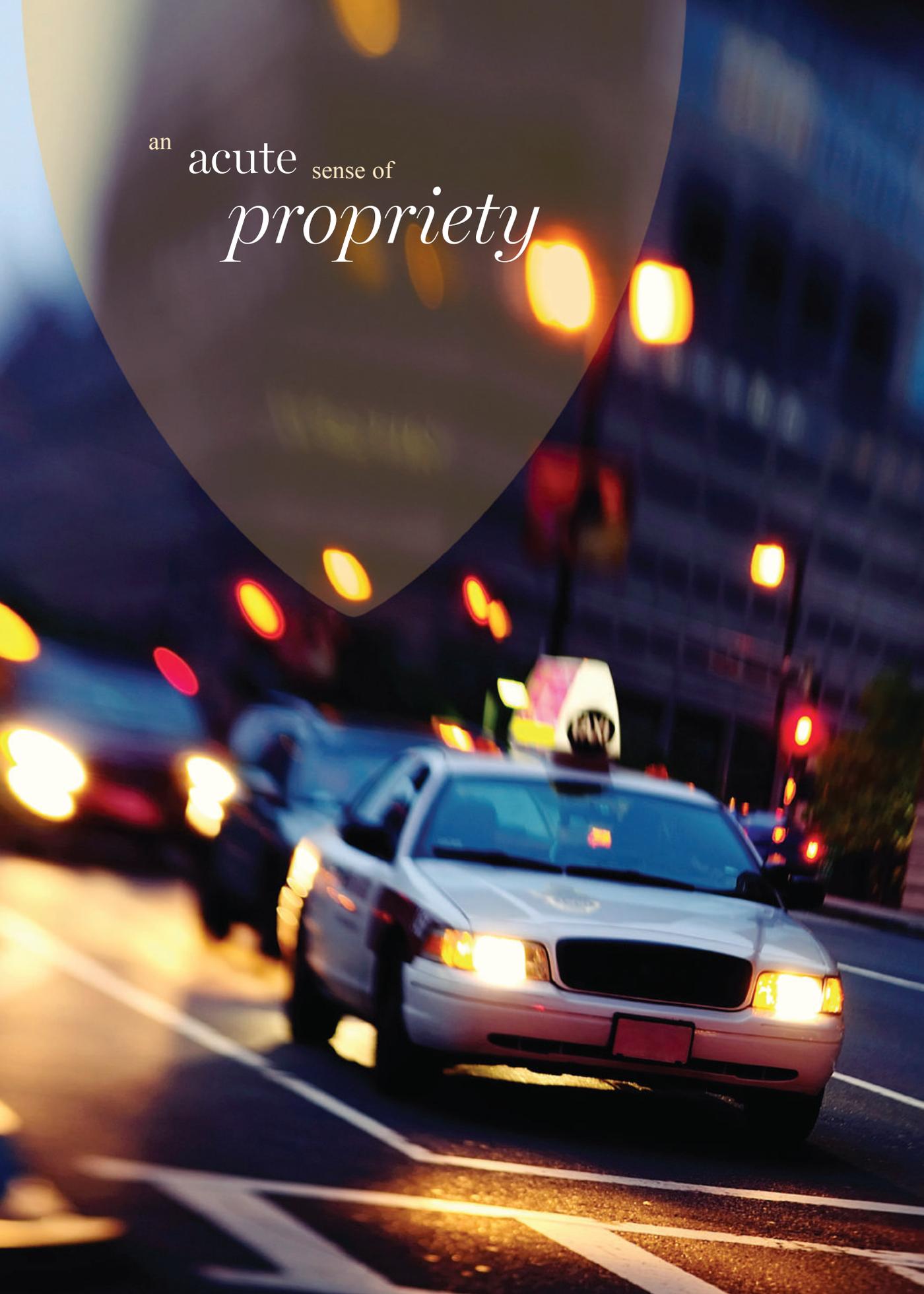
Hazing is also against your state law and university regulations. While each state has various definitions and punishments for such behavior, hazing is generally defined as any action taken or situation created intentionally that causes embarrassment, harassment or ridicule or which risks emotional and/or physical harm, regardless of the person's willingness to participate. Individuals who participate in or who observe hazing, regardless of membership status, will not be tolerated by Sigma Alpha Epsilon.

Sigma Alpha Epsilon prohibits a process sometimes referred to as "interviews" or "obtaining signatures." These processes usually result in some form of hazing, and requiring individuals to interview a fellow member only invites the possibility of such activity. Furthermore, no member may be required to sleep overnight at a chapter house. Member education must be performed during normal daytime hours without the need for overnight stays or for long periods of time on a daily basis. Sleep deprivation is forbidden and will not be tolerated.

You may have heard the expression "Break them down and build them up." This idiom originates in the military, where the idea is to create a group of men who will obey orders and commands without question. The concept may work for the military, but it has no place in an organization like Sigma Alpha Epsilon that promotes ideals such as friendship and scholarship.

We Stand Together is an interactive, educational endeavor that reaffirms our zero tolerance for hazing. Sigma Alpha Epsilon has created an exclusive section of The TGI, our educational-programming website, for We Stand Together; it includes documents, presentations, tips, links and customizable tools on how to recognize hazing and how to prevent it. We are committed to creating a safe, meaningful environment for all of our members.

an acute sense of
propriety



Designated-Driver Programs

The Fraternity prohibits safe-driver programs hosted or operated by a chapter. Although intentions are good, there are better alternatives. Rather than staff a safe-ride program, we recommend the chapter contract with a third party to perform the same function. You not only have a professional driver but a company that is insured and trained in public transportation.

Official Policy on Safe-Ride Programs

Any individual who drives or provides transportation in conjunction with Fraternity activities shall obey all applicable motor-vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, financial responsibility and/or insurance, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, not overloaded, and are operated in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Financial-responsibility laws generally impose responsibility or liability and provide no insurance to drivers or owners of vehicles for accidents or injuries, or for any damages to vehicles not owned by the Fraternity that may be used in conjunction with Fraternity activities.



the *true* gentleman

Sexual Assault & Misconduct

Under no circumstances should people be denied the right to do what they want with their body. Sex must be consensual, and that consent needs to be arrived at without impairment and freely. Some of the examples below show that it is possible for a person to commit sexual misconduct even though it may appear that consent has been given.

1. **INEBRIATION**

Inebriation occurs when a person is under the influence of alcohol or other drugs. In most states, a person cannot legally give consent when that person is inebriated. If someone is under the influence, there is the potential that the choices and decisions that are made would not be made if that person were unimpaired. Engaging in sexual acts when drinking or being otherwise impaired presents great personal risk.

2. **COERCION**

Coercion is the threat or act of violence to force consent. If someone is frightened of what will happen unless that person goes through with an act, and this is the reason that person agrees to the act, then consent has not been reached freely.

3. **SEDUCTION**

Seduction in this context includes lying or using false pretenses to create consent. The bottom line is consent must be freely and knowingly given.

Sexual Assault & Misconduct Response Plan

Our Sexual Assault & Misconduct Response Protocol can be downloaded at www.sae.net or at www.thetgi.sae.net. The Eminent Archon and Health & Safety Officer should have a copy readily available. Chapters should consider incorporating specific contact information for your campus Title IX Officer as well as any relevant university or college policies within this plan to ensure it accurately reflects your institution's process.

Remember, all members should be familiar with the plan. The chapter should periodically review the program during both chapter and executive-officer meetings each semester.

- 1. CONTACT AND COOPERATE WITH ALL LOCAL AUTHORITIES. CALL 911 IN THE EVENT YOU HAVE DIRECT INFORMATION REGARDING AN ALLEGATION OF SEXUAL ASSAULT AND/OR RAPE.**
- 2. CONTACT THE REGIONAL DIRECTOR FOR YOUR REGION.**
- 3. CONTACT YOUR CHAPTER ADVISER AND PROVINCE ARCHON.**
- 4. CONTACT YOUR UNIVERSITY OR COLLEGE FRATERNITY/SORORITY LIFE ADVISER OR APPROPRIATE CAMPUS-BASED PROFESSIONAL. YOU SHOULD ALSO NOTIFY THE SCHOOL'S TITLE IX OFFICE TO REPORT THE INCIDENT. COOPERATE FULLY WITH THE TITLE IX OFFICE'S INVESTIGATION.**
- 5. FILL OUT AN INCIDENT REPORT ONLINE AT WWW.SAE.NET/FORMS AND SUBMIT IT PROMPTLY.**
- 6. WORK CLOSELY WITH YOUR ALUMNI ADVISERS AND THE HOUSE CORPORATION, IF APPLICABLE.**
- 7. IF A MEMBER IS ALLEGED TO BE INVOLVED, TEMPORARILY SUSPEND THE MEMBER PENDING THE OUTCOME OF THE TITLE IX, LOCAL AUTHORITY AND FRATERNITY INVESTIGATIONS.**
- 8. BE OPEN AND HONEST DURING ALL INVESTIGATIONS.**
- 9. REFRAIN FROM CONTACTING AND/OR INVESTIGATING THE ALLEGED ACT OF ASSAULT AND/OR MISCONDUCT DIRECTLY, INCLUDING REFRAINING TO CONTACT TO THE ALLEGED ASSAILANT OR VICTIM.**

IF A MEMBER IS A VICTIM, THE CHAPTER SHOULD SERVE AS A RESOURCE, SEEKING ASSISTANCE FROM THE UNIVERSITY OR COLLEGE COUNSELING OFFICE OR THE CHAPLAIN'S COMMITTEE.

IF A MEMBER IS THE ACCUSED PERSON, THE CHAPTER OR COLONY SHOULD RECOMMEND HE SEEK PROFESSIONAL COUNSEL IN THE FORM OF AN ATTORNEY — BUT TO REITERATE, THE CHAPTER OR COLONY SHOULD REFRAIN FROM INVESTIGATING THE ALLEGED INCIDENT.

Please Note: Do not attempt to handle a Title IX issue by yourself. Make your advisers and the Fraternity Service Center staff aware of the issue and let us provide you with assistance.

SIGMA ALPHA EPSILON

who does not

flatter

wealth

Property Management & Loss Prevention

Sigma Alpha Epsilon recognizes that house corporations are independent entities incorporated in the state where the property is located. Although the Fraternity doesn't own these houses or exercise any control over them, we strongly recommend life-safety awareness. The SAE Financial & Housing Corporation can be of significant assistance in addressing life safety as well as structural integrity of your chapter house. We recommend you visit the SAE Financial & Housing website at www.SAEFandH.com for further information about life safety and other support.

Members' Personal Property

Use of personal property in Fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The Fraternity assumes no liability or responsibility for any loss or damage to any personal property of members even if used in conjunction with Fraternity activities.

who *does not*

cringe before power

Cash, Debit
MINUTE CHARGES
Balance

Payment Due

arges and

Health & Safety Fine Structure

Sigma Alpha Epsilon groups that do not follow the health-and-safety guidelines spelled out in this *Minerva's Shield* handbook or the Fraternity Laws related specifically to health and safety are subject to a fine authorized by the Supreme Council.

The fine shall be **\$100 per man on a group's roster** as noted in the Fraternity Service Center database at the time of the incident. Any violation of the policies, procedures or rules set forth in *Minerva's Shield* will result in this fine. Some of the major violations include:

- Providing alcohol to minors
- Using common-container alcohol, such as kegs or party balls
- Having a common source of alcohol available
- Hosting wet recruitment events
- Purchasing alcohol with chapter funds
- Having hard alcohol present without a proper third-party vendor and cash bar
- Participating in drinking games
- Hazing or observing hazing without intervention

It is the responsibility of our individual members to read communication, such as e-mails, bulletins, magazines and other general posts from the Fraternity Service Center, for changes or updates to Sigma Alpha Epsilon's health-and-safety fines.



EVENT PLANNING

The best chapter events are the result of advance preparation and good planning. Event planning is thinking of situations that may occur during your event that may give rise to an unexpected turn of events. The key to any good event is planning and preparation.



who appears well
in any company

Defining a Chapter Event

Ask yourself whether any of the statements below apply to your activity. If you answer yes to any one of them, then it is likely considered a chapter event. If you are not sure, contact your university for advice. It is better to ask before the event than after.

- 1. THE EVENT APPEARS TO BE OR IS PLANNED BY THE CHAPTER.**
- 2. THE EVENT OR INFORMATION CONCERNING THE EVENT WAS ANNOUNCED AT A CHAPTER MEETING OR DISCUSSED AND ORGANIZED AS A CHAPTER EVENT WITH THE MEMBERS THROUGH ANY MEANS, INCLUDING E-MAILS, CHAPTER MINUTES, SOCIAL-NETWORKING WEBSITES OR APPS OR TEXT MESSAGES.**
- 3. THE EVENT WAS FORMALLY SPONSORED BY A CHAPTER, WHETHER UNDERGRADUATE OR ALUMNI.**
- 4. INFORMATION CONCERNING THE EVENT WAS PUBLICLY POSTED OR POSTED IN THE CHAPTER HOUSE OR MEMBERS' LIVING AREAS.**
- 5. THERE WILL BE PLANNED ENTERTAINMENT (E.G. A DJ, LIVE BAND, ENTERTAINMENT, ETC.) THAT WAS EITHER PLANNED BY OR PAID FOR BY THE CHAPTER.**
- 6. THE CHAPTER HAS EITHER PLANNED OR PAID FOR SECURITY SERVICES.**

Event Types

Every event is not going to need the same precautions. Some will need more preparation while others will need less. A licensed and insured third-party vendor should be hired for all events where alcohol will be present or those which the chapter cannot or is not licensed to control.

IN-HOUSE EVENT

In-house events, or invites, are restricted to chapter members and a set number of personal guests. The maximum number of guests is determined by the fire marshal based on the size of the chapter house. A list of the guests should be prepared at least one week before the event or more as required by the university. Guests are the responsibility of the member who invited them. Only individuals on the list should be allowed into the event. Bring-your-own-beverage (BYOB) events should follow guidelines for such events.

THIRD-PARTY ESTABLISHMENT EVENTS

A third-party establishment is any place that serves alcohol with the proper license and permission from the city and state, such as bars and banquet halls. Sigma Alpha Epsilon strongly encourages its chapters to have third-party events rather than

social events on their own property. Every third-party event should have a cash bar, which may only be operated by a properly licensed and insured third-party vendor. A chapter, and its members, cannot operate a cash bar. There are generally three different types of events that a chapter may have. They include:

- ☐ Invite
- ☐ Date or Couple
- ☐ Formal Dance

Third-party events are a great way to lower your risks and to have a safe event.

SOCIAL EVENTS WITH ALUMNI AND PARENTS

Sigma Alpha Epsilon events that involve or include alumni or parents are subject to the same guidelines and regulations as those spelled out for chapter-sponsored social events. This guide details social policies for events at which both underage and those who are of the legal drinking age will be in attendance. Examples of these events include homecoming, parents' weekends, barbecues and tailgating. Note that if collegiate members are present, all of the provisions in this guide will apply.

For social events involving alumni and parents at which all of the attendees are 21 years or older, members should follow guidelines for proper distribution of alcohol and other regulations set forth by our social-event policies detailed in the remainder of this section on event planning.

NON-ALCOHOLIC EVENT

Non-alcoholic events are events that focus on an activity or theme where alcohol is not present. These events are a good way to build relations with other students or members of the community.

PHILANTHROPIC EVENTS

Philanthropic events are great ways to raise awareness and money for a specific cause. It is important that you are well prepared if you are hosting or that you follow the hosting organization's guidelines if you will be attending or participating in such an event. No alcohol may be present at philanthropic events.

What Your Event Must Avoid

To help make sure you are prepared and that your chapter is doing everything it can to be safe, some precautions need to be taken. These are not suggestions. These rules must be followed to be eligible under our insurance program. Failure to abide by these guidelines voids any insurance coverage that may otherwise be available, in accordance with the terms of the insurance policy, to your chapter and its members.

1. OPEN PARTIES ARE NOT PERMITTED.

Although open parties may seem like fun, they pose a very significant exposure for potential problems. During an open party, it is difficult, if not impossible, to monitor who is entering and leaving the party. It is also difficult, if not impossible, to know what is going on throughout a location, chapter house or apartment when you have no idea who is there. Sigma Alpha Epsilon strongly recommends against the use of social-networking sites, such as Facebook, to invite large numbers of guests. Our insurance policy is for social hosts, not for public concerts or other large public activities or venues that invite large numbers of the public or student body. ***If a chapter is considering a large event, such as a concert, you are required to contact our Director of Health and/or our insurance agent at least 30 days prior to the potential event. You will likely need to secure special-events insurance. Our liability insurance policy does not cover these types of activities.***

When you have larger numbers of people who are involved in an event, it becomes more difficult to know what is going on, and you increase the possibility that unfortunate incidents such as date rape, alcohol poisoning, auto accidents, falls, fights and other injuries may occur. Although Sigma Alpha Epsilon does not have a specific formula for the size of an event or party, we require you to conform with local ordinances regarding maximum occupancy of a building. Failure to abide by the terms of this section potentially voids insurance coverage that may be available.

2. NO ALCOHOLIC BEVERAGES MAY BE PURCHASED THROUGH CHAPTER FUNDS OR THROUGH A COLLECTION OF FUNDS FOR PURCHASE.

If alcohol is purchased with chapter funds, your chapter's insurance coverage is void, and the chapter and every individual member may be held accountable. All events with alcohol should either be managed by a third-party vendor or follow bring-your-own-beverage (BYOB) guidelines or other procedures that may be established by your host school.

3. NO ONE UNDER THE AGE OF 21 MAY CONSUME ALCOHOL.

4. NO COMMON-SOURCE CONTAINERS ARE ALLOWED.

No punch, kegs or any other container that is intended to serve many people may be used. Alcohol that is openly available and not a normal BYOB amount for an individual person's consumption, and not distributed by a third-party vendor, will be deemed a common source. From a logistical standpoint, having a common-source container at an event can create overcrowding and lack of order. From a policy standpoint, large amounts of alcohol can be seen as intent to distribute alcohol and, on a college campus, promote underage drinking. Your chapter needs to avoid both possibilities. The Supreme Council currently authorizes a fine of \$100 per member per keg or common container found on a chapter premises or at a chapter party, per Fraternity Laws. This offense may also result in a significant increase to the chapter's health-and-safety fee.

5. THE CHAPTER MAY NOT PROVIDE ALCOHOL.

All events should utilize third-party vendor events held at a licensed and insured third-party facility or should follow bring-your-own-beverage (BYOB) procedures and guidelines or other procedures that may be established by your host school. A chapter or its members should never be providing alcohol to others.

6. DO NOT COLLECT MONEY FOR ALCOHOL IN ANY WAY, SHAPE OR FORM.

The chapter is not allowed to collect money from guests for alcohol. The chapter and those individuals collecting the money or purchasing the alcohol or both are breaking the law. They are not protected by our Sigma Alpha Epsilon insurance and will likely result in direct and personal financial responsibility should an unfortunate incident occur.

7. DRINKING GAMES MAY NOT TAKE PLACE.

As stated in our alcohol policy on page 14, drinking games are not allowed. "Beer pong," "flip cup" and "quarters" are examples of drinking games.

8. HIGH-RISK DRINKING SHOULD NOT BE TOLERATED.

A decision to host an event with alcohol deserves serious consideration. Dealing with someone who is intoxicated is a difficulty you do not want to add to your concerns. Keep an eye out for any form of excessive or high-risk drinking, and keep it from happening or end it before it escalates into a larger problem. No hard alcohol shall be available unless there is a third-party vendor and a cash bar.

9. DO NOT SERVE ALCOHOL TO A VISIBLY INTOXICATED GUEST OR MEMBER.

Serving alcohol to an already intoxicated person is prohibited. One of the most common problems at an event with alcohol is that someone drinks too much. If you believe a person is intoxicated, then you should refuse to allow him or her to drink further. Once the person enters your event or property, you may be held responsible for that

individual's subsequent actions or state of being regardless of where he or she had been or will be.

10. DO NOT ALLOW 100-PROOF OR HIGHER ALCOHOL.

As stated in the alcohol guidelines on page 8, 100-proof alcohol or higher is prohibited. 100-proof alcohol is very dangerous and must not be permitted at chapter events. Even if a third-party vendor is being used, 100-proof alcohol is not permitted.

11. EVENTS INVOLVING WATER SHOULD BE FREE OF ALCOHOL.

Pool parties and water sports should be free of alcohol. These types of activities can be dangerous for participants when alcohol is being consumed.

12. CONSTRUCTION FOR EVENTS MUST BE COMPLETED BY THIRD-PARTY PROFESSIONALS.

Aside from simple party decorations, any construction projects for Sigma Alpha Epsilon events — social or otherwise — must be completed by local, licensed professional contractors with proof of acceptable general-liability coverage and a written contract. Examples include, but are not limited to, construction of stages, structures of any kind, pools, slip-and-slides, pathways, rope bridges, any wooden structures meant to support a person, car demolitions, bounce houses, construction of mud bowls for football and construction of haunted houses. If you have a question as to whether an activity may fall within this prohibition, contact the Director of Health & Safety. In addition, consumption of alcohol at these types of activities or events, even with professional, licensed construction, is strictly prohibited.

13. BOXING EVENTS ARE PROHIBITED.

The Supreme Council recognizes the inherent danger of brain injuries from boxing. Accordingly, boxing tournaments, even for charity, are forbidden.

Requirements for Events

All events need to be given attention, but each needs to be approached individually. The guidelines below must be followed at any type of event. If your chapter is not in compliance with these guidelines, the insurance coverage for the chapter and its members will likely be void, and your chapter may face a fine or other disciplinary action.

Requirements for All Social Events with Alcohol

1. SET THE PARAMETERS OF THE EVENT.

The first step is to plan all of the logistics of the event, including the time, date, location, length and theme. The particulars of who, what, when, where and how are important details. Sticking to your plans will avoid confusion and help things function smoothly.

a. **Date**

Set the date of the event well in advance.

b. **Time**

Set the beginning and end time of the event. Events should not exceed five (5) hours in length. They must also end by 2:00 a.m.

c. **Location**

Event locations can be a range of different places. No matter where it is, give yourself more than enough time to make all preparations. Third-party establishments may be difficult to reserve on short notice, so plan well in advance.

d. **Theme**

Themes may not be alcohol-based and should also be established well before the date of the invite. Event themes must be consistent with the ideals of “The True Gentleman.” Event themes may not intimidate or ridicule groups based on gender, sexuality, ethnicity, nationality, race or cultural practices.

e. **Space Restriction**

Events must take place in open, not confined, spaces. For example, events must take place in common areas of a chapter house. Bedrooms and other small spaces must be off limits during events.

f. **Size**

The size of a chapter’s event has important insurance implications. Your chapter risks voiding its insurance coverage when the ratio of guests to members exceeds 3:1. However, the ratio may be smaller for larger chapters. Please refer to Section 1 (Open parties are not permitted) on page 33 for requirements for large events.

2. REGISTER THE EVENT AS REQUIRED.

a. **University Registration**

Some universities require chapters to register all of their events. Once the planning is done, make sure the event gets registered and is in full compliance with university rules and regulations as well as those contained in this manual. Remember the rules and regulations that call for the greatest number of restrictions apply. You do not want to do all of the work to find out shortly before the event that your event can not be held because you forgot to register it as required.

b. Sigma Alpha Epsilon Registration

Because we do not have the ability or resources to control or supervise our chapters' and members' daily activities, we do not require our chapters to register their events with the Fraternity Service Center or our staff members. However, if you have questions regarding an event, you should speak with your chapter adviser, Province Archon or Regional Director.

3. INFORM THE CHAPTER.

Open lines of communication are important for a good event. Inform all chapter members well before the event occurs. Your members should be aware of what to expect at your chapter's events. Members should be advised and reminded of their obligations to abide by Fraternity alcohol policies, bring-your-own-beverage (BYOB) procedures and any other school policies that may be applicable. They should also make their guests aware of these policies and specify that guests are expected to abide by those policies and procedures.

a. Set up designated monitors.

At least one week prior to an event, designated monitors must be established. The chapter must have in place one (1) monitor for every twenty (20) guests at the event. Monitors must be sober throughout the event and may not consume any alcohol before or during the event. They should be clearly identified as designated monitors.

Monitor's Responsibilities

- ☐ Be obvious throughout the party.
- ☐ Report to security if a problem is observed.
- ☐ Be aware of and understand the crisis-management plan.
- ☐ Be prepared to implement the crisis-management plan, if needed.
- ☐ Be able to answer questions about the event.
- ☐ Do not serve as the security for the event.

b. Prepare transportation.

Make arrangements for and provide guests with a contact for safe transportation (taxi service, university ride service, etc.) Do not use members' vehicles and, whenever possible, utilize a public shuttle service, bus service or other safe group transportation to and from the event. Remember, chapter-operated designated-driver programs are prohibited. See page 21 for details.

In-House Event

1. DAY BEFORE/DAY OF PREPARATION

The most work to be done will be completed the day before and the day of the event. All preparations should be completed before the event actually begins. Use the follow-

ing checklist before the event to help avoid potential problems.

a. Begin setting up the designated area for the event.

Review the area that you have selected for the event. Remove anything that may be easily damaged or that, in crowded areas, may pose possible slip-and-fall hazards. As a general guideline, the area should be thoroughly cleaned before the event. The following are required:

- i. One designated entrance/exit.
- ii. Clearly marked emergency exits. Never disable, cover up or remove light bulbs from exit signs or emergency lights.
- iii. Restroom accommodations that are in good working order and are adequately equipped with sanitary supplies.
- iv. Adequate lighting.
- v. A clearly marked-off area designated for an event if it will be held outdoors.

b. Check the exterior of the property.

Take a look at the outside of the property. Look for potential slip-and-fall hazards. For example, if it is wintertime, check for snow or ice. For everyone's safety, make sure that the outside is well-lighted. It is helpful to be able to see clearly that people are arriving and departing without incident.

c. Post the proper signs for the event.

You may want to post some basic signs for the event. These will be helpful during the event and can also reduce or eliminate potential problems by providing important basic information.

- i. "Late Night Ride Service Available"
Post a local taxi service telephone number. If the university provides a service, post that number as well.
- ii. "Food and non-alcoholic beverages are available."
- iii. "By state law, no one under the age of 21 is allowed to consume alcohol under state law."
- iv. "The chapter is not responsible for any lost or stolen items."
- v. "The chapter has the right to remove any individual."
- vi. "No glass bottles or containers are allowed."

d. Provide food and non-alcoholic beverages.

A reasonable amount of food and non-alcoholic beverages should be available. Make sure they are easy to find during the event. Avoid salty snack foods.

e. Arrange for security.

For events, security can differ greatly from chapter to chapter. Hiring professional security is strongly recommended. You should have a security review before the event. Even with hired security, you need to have designated monitors. Chapter members may not serve as security.

f. Establish a main entrance.

The main entrance should be the place where the admission to the event is controlled. Those working the main entrance are should:

- i.** Purchase wristbands and be prepared to check IDs. Each guest of legal drinking age should be given a wristband. Use two wrist bands: one for guests and brothers 21 and over and one band for registered guests and members under 21. Anyone without a band who has crashed the event, is not on the guest list, or did not check in should be asked to leave or be rechecked at the entrance.
- ii.** Guests also should sign in at the main entrance, noting the time of their arrival and, if applicable, that they are bringing only the permitted amount and type of BYOB beverages to the event. Always have the guest list available. Guests should be checked out using the sign-in list, noting the time of departure and removing the wrist bands. Keep a count of the cut-and-removed bands to see if they match the in-bound number.
- iii.** Be aware of local fire codes and stay alert to potential overcrowding.

g. Establish a bring-your-own-beverage (BYOB) policy.

Since all of these events will be BYOB, make sure that this system is set up and ready to run smoothly. Third-party vendors are strongly encouraged for BYOB events. The BYOB system should follow Fraternal Information & Programming Group (FIPG) guidelines or those that may be established by your host institution. Consider the following recommendations:

- i.** There should be only one bar area where beverages are distributed.
- ii.** Clean the bar area and separate it from the rest of the party.
- iii.** Alcohol service must end one (1) hour before the event ends.
- iv.** Alcoholic beverages should be distributed only to guests with a wristband distinguishing them as 21 or older.
- v.** Identify each person's beverages. At the end of the event, provided they do not appear intoxicated, allow the guests to "check out" whatever may be left of their alcohol.
- vi.** Do not allow guests to bring glass bottles to any event.

h. Do a walkthrough before the event.

Walk through the property before the event. Review the event plan again. The goal

of every event should be that it runs without incident and that you have prepared to respond if difficulties arise.

2. THE EVENT

During the event, remain watchful. Be aware of the persons attending and activities taking place and use common sense.

a. Establish lines of communication.

Assign a sober brother for the event to be the only person providing answers to members' or guests' questions. Usually this is the Eminent Archon or Health & Safety Officer, but it can be any responsible, well-spoken brother. As a side note, however, communication is important for events, and we strongly recommended the Eminent Archon and Health & Safety Officer stay sober for all events as well. These individuals must also be very familiar with the chapter's crisis-management plan. Please contact your Regional Director or a member of the Fraternity Service Center's health-and-safety team for advice regarding your chapter's crisis-management plan.

b. Follow all plans as they have been prepared.

Try to avoid altering any of the plans that have been made. Communicating change is not easy so it is easier to not change plans unless necessary.

c. Watch out for potential problems.

Look out for any thing or person that raises concern. You are better off overly analyzing a situation than ignoring a potential problem. Incidents happen quickly, so be aware of factors such as crowd size, security, time and boisterous or aggressive guests.

d. Follow all university policies.

Be aware of the policies that you will have to follow. There may be some kind of university patrol that will be coming through to check your event. Make sure that the main-entrance station knows the patrol is coming and that the point man can be located when they arrive. In addition to Sigma Alpha Epsilon policies, follow all university policies. If you have questions about a policy, ask your Greek adviser or Interfraternity Council representatives before the event. Ignorance of a policy is not a defense.

e. Use common sense and look out for your chapter.

The best way to have a safe event is to use common sense. You do not want to put your chapter in a difficult situation, so be smart. Ask yourself what needs to be done to make sure the event remains incident-free and what can you plan to do in the event difficulties arise.

3. AFTER THE EVENT

Just because the event concludes does not mean that responsibility concludes. Take the necessary steps to continue keeping your chapter safe as well.

a. Transportation

Make arrangement in advance for guests to get safe rides home. Consider having a transportation contact who can assist your guests, and post the phone numbers of university rides, escorts or a local taxi company.

b. Clean-Up

Clean-up immediately following the event is strongly recommended. If a complete clean-up is not possible, check for decoration, slip-and-fall or fire hazards, and do a quick pick-up followed by a complete clean-up the next day. A good guideline is to have the property, including the chapter house, completely cleaned within 12 hours.

c. Feedback

Sit down with the members of the chapter to discuss what they felt went well and what areas need improvement for the next event. Members who served as designated monitors can make positive contributions to these discussions.

It is a privilege to be a guest at one of your events. Take pride in hosting a well-planned, successful and enjoyable activity. When you are smart and use common sense, the likelihood of something going wrong is greatly decreased.

Third-Party Events

Follow the same guidelines for all third-party events. As stated earlier, the event must be an invite, couples event or formal dance. Depending on the number of participants and location, special attention to transportation may be necessary.

1. CHOOSING AN ESTABLISHMENT

Pick an establishment that is in an area convenient and familiar to members and guests whenever possible. Consider the following areas:

a. Written plan and agreement with the event establishment

Having a written plan and agreement that outlines the details for the event with the establishment and each party's obligations is strongly recommended.

b. Proper proof of insurance

Make sure that the establishment has a minimum of \$1,000,000 of general liability and liquor legal liability insurance. Ask the establishment to include you as an additional insured for the event and for a written copy of the proof of insurance for your records. This written material is indispensable and will be very helpful in the case of any incidents. Please contact the Director of Health & Safety if you need advice on how to handle this process.

c. Transportation

Since this event is not on chapter property, be prepared to assist in getting people

home. Consider having a transportation contact that can assist your guests and have phone numbers for taxi service or a university ride service available. You should also plan for emergency transportation in the event it is needed. The prohibition of chapter-operated designated-driver programs applies to third-party events.

d. Designated monitors

Designated monitors should be in attendance, always looking out for problems and assisting guests. Again, a chapter is required to have one (1) monitor for every twenty (20) guests.

e. ID checkers and bartenders

Make sure the establishment has qualified ID checkers and bartenders. When having a third-party event, the chapter should not be responsible for checking IDs and alcohol service. Confirm that the establishment is planning to be responsible and accountable for these areas.

f. University policies

Make sure that your chapter and your event are in accordance with all university policies.

g. Entertainment

In some cases, you may want to have a DJ, a band or some other type of entertainment. If you do, written agreements that clearly outline and detail all the important plans and agreements are strongly recommended.

2. SPECIAL GUIDELINES FOR EVENTS

For the most part, the actual event at a third-party establishment should be run the same way as a hosted event. The recommendations for the different types of events are as follows:

a. Invite Party

Comply with the guidelines for social events and be responsible for your actions.

b. Couple or Date Function

With this type of event, especially if it is being held at a location that requires travel, charter a bus for the night so you do not have to worry about transportation. Alcohol should not be permitted on the charter either to or from the event. You should still have sober designated monitors and alternate or emergency transportation in case anyone needs to leave the event early.

c. Formal Dances

In some cases, formal dances include dinners and require additional planning. Utilize the establishment's resources or a local social-event planner if you have questions or need any assistance.

Themed Events

Themed events can be exciting for the chapter. It is important to remember, however, that in selecting themes, members must be aware of the message the theme sends to the community. See page 36 for specific requirements regarding themed events..

Social Events with Alumni and Parents

Sigma Alpha Epsilon events that involve or include alumni or parents are subject to the same guidelines and regulations as those spelled out for chapter-sponsored social events. This guide details social policies for events at which both underage and those who are of the legal drinking age will be in attendance. Examples of these events include homecoming, parents' weekends, barbecues and tailgating. Note that if collegiate members are present, all of the provisions in this guide will apply.

Non-Alcoholic Events

Dry, or non-alcoholic, events are great ways to build relations with other students or members of the community. Make sure that these events do not have any alcohol present and they are in good taste. If you plan for a dry event and alcohol is present, it may be considered as an event that did not follow Sigma Alpha Epsilon policies. Furthermore, conduct not consistent with Fraternity policies may have adverse consequences for the chapter and its members.

Philanthropic Events

Philanthropic events are a very positive part of life in Greek-letter organization. They are great ways to raise money and awareness of noble causes. Most Greek philanthropic events provide opportunities to interact with the community. If you are hosting one, no alcohol may be involved in any form. Joint planning with the event's beneficiary and the community is a great way to take advantage of their experience and strengthen your relations.



CRISIS MANAGEMENT

Part of any complete health-and-safety plan is to have crisis-management procedures and protocols in place. Although active risk management and appropriate planning reduce the chance of problems, accidents still do happen. Crisis-management plans ensure that in the event of a crisis, a chapter can respond appropriately. Examples of crisis incidents include, but are not limited to:

- ❑ Death or serious injury of a member or guest
- ❑ Fire in the chapter house
- ❑ Any injury or incident involving alcohol or social events
- ❑ Any injury or incident involving a member or non-member or both at or during a chapter event or on chapter property

Although some incidents that occur may not escalate to a serious incident, sound practice dictates that you start the crisis management procedure as soon as something occurs. Do not wait until it becomes a serious concern. For example, if you learn an incident or injury has occurred, take action before it becomes a formal complaint. Provide emergency services as needed and gather the factual information to prepare an incident report. At the onset, you should gather the most complete information possible to complete the incident report form for the Fraternity Service Center. The report should be directed to your Regional Director with copies to the Province Archon, Director of Health & Safety, chapter adviser and, if applicable, house corporation president. The incident report form can be found online under the online resources in the members-only area of www.sae.net or under the Health & Safety module in the True Gentleman Initiative Library at thetgi.sae.net. A detailed report is necessary to assist all concerned parties in responding appropriately and gathering additional information.



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Crisis-Management Guidelines

The following is a list of suggestions that will help you prepare yourself for a crisis. Take the time to familiarize yourself with them and build a solid foundation for your crisis-management skills.

- 1. THE FIRST THING TO DO IS TO ESTABLISH COMMUNITY AND UNIVERSITY MEDIA CONTACTS.**
Compile a list of all your local daily newspapers, weekly newspapers, radio stations and television stations. Have this list in the Eminent Archon officer notebook and be prepared to give this information to your Regional Director, the Fraternity Service Center, your Province Archon, chapter adviser and, if applicable, house corporation president.
- 2. DEVELOP A QUICK-REFERENCE CRISIS-MANAGEMENT PLAN DESIGNED SPECIFICALLY FOR YOUR CHAPTER.**
Having a crisis-management plan ready to go could be the difference between positive impressions and negative press coverage that damages your chapter's public image. No matter what you do to prepare for a tragedy, it is important to deal carefully, factually and courteously with the media. Prepare to deal with the media by discussing the matter with the Fraternity Service Center staff.
- 3. CONTACT YOUR REGIONAL DIRECTOR TO HAVE HIM REVIEW YOUR CHAPTER'S CRISIS-MANAGEMENT PLAN PERIODICALLY, BUT NO LESS THAN ONCE PER YEAR.**
- 4. PERIODICALLY REVIEW YOUR CHAPTER'S CRISIS-MANAGEMENT PLAN TO MAKE CERTAIN CONTACT INFORMATION IS UP TO DATE.**
- 5. AS WITH ALL HEALTH-AND-SAFETY PROTOCOLS, PREPARATION IS KEY.**
Crisis management is no different. Having a good crisis-management plan is an important tool that we hope you will never have to use.
- 6. A CRISIS-MANAGEMENT PLAN ALONE IS NOT ENOUGH.**
The chapter needs to be aware of the plan and know how to implement and follow the plan if something does occur. The more people who are aware of and understand the plan, the greater the likelihood for successfully handling problems.
- 7. EXPECT ANYTHING TO HAPPEN AT ANY TIME.**
You should not walk around in a state of constant worry, but be familiar with the plan and be ready to put it into action immediately, as needed. The results are better, the quicker and more positively you respond.
- 8. IF A CRISIS EVER DOES TAKE PLACE, DO NOT MAKE ANY ANNOUNCEMENTS UNTIL YOU ARE SURE THAT THE PROPER PEOPLE HAVE BEEN NOTIFIED AND THE CHAPTER IS INFORMED AS TO WHAT HAS HAPPENED.**
For example, you do not want to announce anything until you are sure the necessary

officials and all family and friends have been appropriately notified. It is important that you use courtesy, good judgment and sensitivity when dealing with a crisis. Stick to the facts, and do not make assumptions or speculate.

Some chapters have created their own crisis-management procedures by working with their host institution, chapter advisers and house corporations. For chapters with a crisis-management plan, this document supplements those procedures by providing names and phone numbers of Fraternity Service Center staff who can be of assistance and some helpful guidelines. For chapters that do not have a crisis-management plan, this document provides a sound set of general crisis-management guidelines.

An example of a crisis-management plan is shown on the next page.

The following crisis-management plan is generic and provides general steps on how to deal with the outcome properly, effectively and efficiently. This is only an example.

CRISIS-MANAGEMENT PLAN

This is a generic crisis-management plan that the chapter should complete and post throughout fraternity premises. Remember, all members should be familiar with the plan. The chapter should periodically review the program during both chapter and executive-officer meetings.

STEP #1: Contact and cooperate with police officials. Call 911.

STEP #2: Contact the Regional Director for your region.

STEP #3: Contact your chapter adviser.

STEP #4: Contact the Province Archon.

STEP #5: Contact the university. Take the initiative.

STEP #6: Contact parents.

STEP #7: Fill out an Incident Report online and submit it promptly.

STEP #8: Work closely with alumni advisers and the house corporation.

STEP #9: Be open and honest with our insurance investigators.

STEP #10: Remain calm and use common sense.



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Responsibilities of Members

- 1. THE ENTIRE EXECUTIVE COUNCIL SHOULD REVIEW YOUR CRISIS-MANAGEMENT PLAN AND ITS PROCEDURES EACH TERM AND BE FAMILIAR WITH KEY ASPECTS RELATED TO MANAGING A CRISIS.**
Every officer should have a copy of the crisis-management plan. The chapter should also provide a copy of the crisis-management plan to the chapter adviser and Province Archon.
- 2. BE CERTAIN THAT ALL MEMBERS IN THE CHAPTER KNOW THE EMINENT ARCHON IS IN CHARGE OF ANY EMERGENCY SITUATION.**
The Eminent Archon should consult with Fraternity Service Center staff members who have more experience, expertise and insight. Final decisions, however, rest with the Eminent Archon.
- 3. IF THE EMINENT ARCHON IS ABSENT, THE NEXT-HIGHEST-RANKING OFFICER ASSUMES CONTROL.**
Chapters should define officer rankings and include them in the chapter by-laws and crisis-management plan. If a ranking does not exist, a good default order is the Eminent Archon, Eminent Deputy Archon, Health & Safety Officer, Eminent Treasurer and Member Educator. All officers should have reviewed a copy of the chapter's crisis-management plan upon assuming office.
- 4. ALL MEMBERS MUST KNOW WHO IS IN CHARGE AND BE PREPARED TO FOLLOW INSTRUCTIONS.**
Include a review of the chapter's crisis-management plan in the chapter's member-education program each term.



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General Crisis-Management Protocol

1. IN ALL POTENTIALLY DANGEROUS OR HARMFUL SITUATIONS, THE EMINENT ARCHON'S FIRST CALL WILL BE 911.

Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. The Eminent Archon's first task should always be to ensure the safety of our members and guests. In some cases, the first course of action is a call to 911, and the EA should never hesitate to make the call. In other cases, calling for assistance may require restoring order and ending an event.

2. IF A CRISIS OCCURS, CLOSE THE CHAPTER HOUSE IMMEDIATELY.

The Eminent Archon cannot establish and maintain control or communicate information if members are leaving or strangers are entering. Permit only chapter members, alumni and appropriate personnel to enter. Assign a few responsible members to courteously and calmly control access to the chapter house.

3. GATHER ALL FACTS.

One of the keys to good crisis management is to know all the facts. Once the chapter is calm, start fact-finding to get all the information possible. Knowledge is one of the best tools in a crisis, so gather as many facts as quickly as you can.

4. THE EMINENT ARCHON WILL THEN NOTIFY:

5. SEEK THE ADVICE FROM THE AFOREMENTIONED CONTACTS.

A crisis is always a challenge. The Eminent Archon may not be prepared to meet with the chapter and communicate information to others immediately. Make sure you are calm, utilize the Fraternity's resources and have a solid game plan when you speak to the chapter, the media or others. Use the above resources to guide you in communicating with members.

Fill in information for your chapter.

Regional Director:

Chapter Adviser:

Province Archon:

House Corporation President:

Greek Adviser or Campus-Based Professional:

6. ASSEMBLE THE MEMBERS FOR A CHAPTER MEETING.

Explain that there has been an incident and that the chapter house is temporarily restricted to members only. Advise members that after consulting with the Regional Director and chapter adviser, the Eminent Archon will be the official spokesman for the chapter regarding the incident. In the interest of communicating factually and consistently, urge members to avoid speculation and discussing the incident with others until all the facts are known. Stick to the facts and avoid confusion by not speculating about the incident or potential outcome until the police, university officials and chapter adviser have been consulted.

7. WHEN THE NEWS MEDIA CONTACT THE CHAPTER, DIRECT THE INQUIRY TO THE SPOKESPERSON AT THE FRATERNITY SERVICE CENTER, WHO WILL KNOW HOW TO HANDLE THE REQUEST.

The spokesperson for the Fraternity Service Center will consult with all parties involved and prepare a formal statement to be released upon request.

Do not comment or say anything else to the media. Your only response should be, “We cannot comment on the incident, but we have a spokesperson at our national headquarters who can.” Then, proceed to give the media representative the necessary contact information.

8. THE EMINENT ARCHON SHOULD APPOINT AN ACCIDENT INVESTIGATION TEAM.

The team should consist of:

- a. Regional Director
- b. Chapter Adviser
- c. House Corporation member
- d. Health & Safety Officer

The accident investigation team should follow these guidelines:

- a. Investigators are to use the prepared questions from the incident report form.
- b. All chapter members are required to cooperate in the investigation. Those refusing to do so should state their reasons for not cooperating.
- c. All detailed summaries should be developed as an addendum to the incident report. Include all names, addresses and phone numbers of witnesses, as well as a statement from each witness.

9. THE WRITTEN REPORT OF THE INVESTIGATION SHOULD BE SUBMITTED TO THE FRATERNITY SERVICE CENTER OR REGIONAL DIRECTOR AS QUICKLY AS POSSIBLE AND NOT LATER THAN 24 HOURS AFTER THE INCIDENT.

A copy of the incident report form can be found in the online resources of the members-only area of www.sae.net or in the Health & Safety module in the True Gentleman Initiative library at thetgi.sae.net.

10. LEGAL COUNSEL WILL REVIEW THE REPORTS AND REQUEST CLARIFICATIONS OR SUPPORTING DOCUMENTATION, IF NECESSARY.

A final report will then be submitted to the Fraternity Service Center within 24 hours.

11. THE FRATERNITY SERVICE CENTER WILL REVIEW THE REPORTS AND ASSIST IN ADDRESSING THE CRISIS.

The Fraternity Service Center will review the incident and provide resources to assist in addressing the incident with all constituents in mind. The goal of the Fraternity Service Center is to assist the chapter in responding effectively and dealing appropriately.



but always with

sincerity and
sympathy

Protocol for Serious Injury or Death of a Member or Guest

1. USE A PROFESSIONAL TO NOTIFY THE FAMILY.

In the event of a serious injury or death, trained medical or police personnel will notify the family. The chapter should always have parent/guardian information on file for each member and make it available to appropriate authorities if a crisis occurs. After the family has been notified, it is appropriate for the Eminent Archon, Regional Director and/or Province Archon to communicate on behalf of the chapter.

2. IN THE EVENT OF A DEATH, DO NOT REMOVE ANY PERSONAL ITEMS FROM THE DECEASED MEMBER'S ROOM.

Do not let members enter the room. Temporarily move the deceased member's roommate to another room in the house, and allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family and follow its wishes with respect to the member's possessions. Before family members arrive, make sure any borrowed items are returned. When they arrive, have empty boxes available and offer to help. Understand that is a difficult time for them and that the family may want privacy.

3. COORDINATING THE CHAPTER'S AND MEMBERS' ATTENDANCE AT THE FUNERAL OR MEMORIAL CAN BE AN EFFECTIVE WAY OF COLLECTIVELY HELPING ALL CONCERNED DEAL WITH THE TRAGIC LOSS OF A FRIEND OR BROTHER.

4. IN THE CASE OF A SERIOUS INJURY OR ILLNESS, FIND OUT THE FAMILY'S WISHES REGARDING VISITS AND COORDINATE THE DETAILS WITH THE CHAPTER MEMBERS.



OUR FINAL ADVICE TO AVOID YOUR RISK

In any emergency, use courtesy and caution in your actions and statements to members, media and others. You should stick to the facts and be aware that subsequent criminal or civil litigation is possible. The media spokesperson for the Fraternity Service Center is the best resource in dealing with the media.

The Fraternity Service Center and university officials are always available for assistance. The school may have grief counselors available quickly. The Fraternity Service Center is not trained in this discipline. Do not hesitate to call for help. Individual and group counseling is strongly recommended following any crisis. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.

These guidelines and suggestions are provided in an effort to assist you in dealing with the shock of an incident and to provide a framework for dealing effectively with others in the event a crisis arises at your chapter. Distribute them to all members and keep them in a readily accessible place. It is our hope that you will never have to use them. Appropriate preventive measures, fire safety, risk management and other planning will help you avoid many potential difficulties. By taking time to carefully plan your activities to prepare for and avoid potential problems, you can reduce and eliminate difficulties that could threaten your chapter's existence.

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BE TRUE.

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