

Risk Management Standards & Insurance

**Education and Policy Manual
2005**

Theta Chi Fraternity
Risk Management and Standards Committee

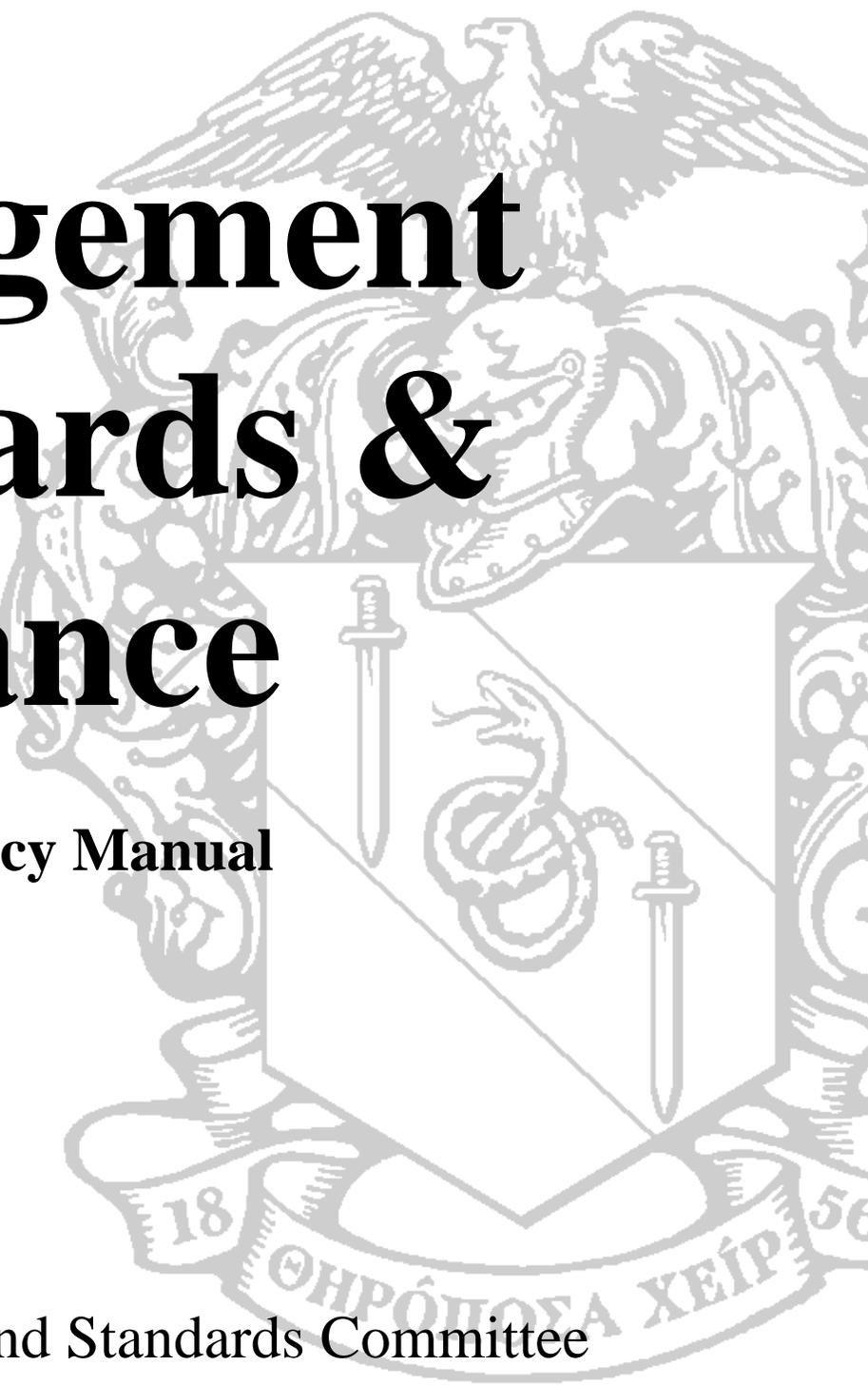


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Credits and Acknowledgements

Theta Chi Fraternity would like to thank the following organizations and people for the development of this publication:

- All FIPG member fraternities that shared ideas and information, especially:
 - Delta Upsilon
 - Lambda Chi Alpha
 - Pi Kappa Phi
 - Alpha Tau Omega
- Kirklin & Co. LLC, and its President Edward “Ned” Kirklin
- Distinguished volunteers, Grand Chapter Members and former Chairmen of the Risk Management & Standards Committee, especially:
 - P. Alan Bulliner, Beta Sigma/Lehigh University '65
 - Warren E. Hoffman, II, Alpha Iota/Indiana University '76
 - James J. Moylan, Gamma Lambda/University of Denver '69
 - Charles J. Vanstrom, II, Gamma Epsilon/Western State College '81
- The current and former members of the International Headquarters Staff of Theta Chi Fraternity.
- All former members of the Risk Management and Standards Committee and also to its current members:
 - Richard I.L. Partridge, Theta/University of Massachusetts '91, Chairman of the Risk Management & Standards Committee
 - Jonathon Hill, Zeta Sigma/University of Wisconsin-River Falls '06
 - Christopher I. Johnson, Eta Delta/Babson College '78
 - James J. McQuade, Beta Sigma/Lehigh University '84
 - Jason D. McEldowney, Delta Theta/Toledo '95
 - Alejandro “Alex” Ruiz, Epsilon Psi/New Jersey Institute of Technology '99
 - David D. Sprague, Zeta Tau/University of Michigan-Flint '92
 - Aaron Tabor, Delta Upsilon/Arizona State University and Northern Arizona University Colony '07
 - Bradly L. Vance, Zeta Beta/Adrian '98
 - Chris Wegener, Alpha Upsilon/University of Nebraska-Lincoln '99, Director of Chapter Development.



In as much as it is the highest duty of man to so order his life that his Creator may call it good and humanity may be better for his having lived, and since in union there is strength so that a body of men working together for a common cause can accomplish more and greater things than any individual member of that body, making the mutual assistance of brothers thus held together by the everlasting bonds of fellowship of the greatest importance to themselves, their alma mater, their country, and their God...

Preamble of the National Bylaws of
Theta Chi Fraternity

The purpose of the Risk Management Standards and Insurance Manual (“Manual”) is to provide our undergraduate and alumnus members with an outline of expectations regarding activities, behavior and conduct – as individuals and as chapters. It will also assist chapters in carrying out their responsibilities in administrating a Risk Management Program at the chapter level.

The policies stated in this Manual are the International Fraternity’s positions on and endorsement of acceptable behavior, safety and discipline within the chapters of Theta Chi Fraternity. Every member should be fully acquainted with the positions, expectations, and sanctions outlined in this Manual. Every member should understand that without positions and expectations, we jeopardize the existence of Theta Chi Fraternity.

Finally, every member must realize that he represents his colony or chapter, at all times and in all ways through his behavior.

When necessary, additional guidelines or modifications will be issued for inclusion in the Manual. Chapters are invited to submit guideline subjects to the International Headquarters at...

3330 Founders Road
Indianapolis, Indiana 46268-1333
(317) 824-1881
e-mail: ihq@thetachi.org

Section 1: Concepts & Practices

Undergraduate Risk Manager

Although the entire chapter, including the Executive Council, is responsible for implementing and adhering to risk management policies, each chapter and colony should establish an Undergraduate Risk Manager. Each chapter and colony is required to submit each year to the International Headquarters a form identifying the Undergraduate Risk Manager. The duties of the Undergraduate Risk Manager are as follows:

- Read the **Risk Management, Standards, and Insurance Manual** (“Manual”).
- Assist the chapter in implementing the risk management policies of Theta Chi Fraternity as outlined in this Manual.
- Chair the Risk Management Committee which is defined in this Manual.
- Educate the members about the risk management policies of Theta Chi Fraternity.
- Organize and sponsor a program concerning alcohol use, drugs, race, culture, gender, or hazing to raise membership awareness at least once a semester.
- Complete the crisis management phone lists and distribute them to all members and officers and post the list by telephones in the chapter house.
- Post an emergency evacuation plan on the back of each room door.
- Be prepared to implement the chapter’s **Procedures for an Emergency or Tragedy** plan by developing a possible scenario of a tragedy and working through the situation at a chapter and/or executive council meeting.
- Assist the President in investigating any violation and/or incident and reporting the incident to the Alumni Corporation officers, the International Headquarters, and the university according to the instructions and advice on how to report an incident or potential claim contained in this Manual.
- Meet regularly with the Social Chairman and House Manager to ensure compliance with the risk management program.
- Use the party checklists from this Manual with the other chapter officers to ensure that all chapter social events comply with the risk management program.
- Assist the House Manager in developing and maintaining a fire safety and preparedness program which includes fire drills, fire alarm, and fire extinguisher inspections.
- Assist the House Manager in using the house inspection checklist, which can be found in this Manual, prior to, during, and following occupancy each fall and spring.
- Assist the House Manager in correcting any safety hazards discovered through safety inspections or by other means.
- Ensure that all members are kept abreast of recent issues of the Crossed Swords, our risk management newsletter, by posting copies in a conspicuous place and sharing the most pertinent information with members and new members during chapter and new member meetings.
- Seek advice from the International Headquarters staff or the institution’s Greek Life office.

Undergraduate Risk Management Committee

Each chapter and colony must establish a Risk Management Committee to assist in the protection of the chapter's human and financial assets. The committee should include the Social Chairman and the House Manager. The chairman should be the Undergraduate Risk Manager.

The duties of the committee should be to assist the Undergraduate Risk Manager with the following items:

- Implementation of risk management policies during chapter functions.
- Ensuring that all chapter functions are in compliance with risk management policies.
- Development of an entertaining educational program to enlighten the members on risk management policies and other topics such as drugs, alcohol use, race, culture, gender, and hazing.
- Distribution of crisis management phone lists in the chapter.
- Developing and posting an emergency evacuation plan on the back of each room door and/or in a conspicuous place.
- Development of and practicing of the appropriate fire, earthquake, tornado, or hurricane emergency plan with the house manager.
- Maintenance of a fire and safety preparedness program and a house inspection program.
- The committee must work closely with the chapter's Alumni Corporation or other property owners.

Section 2: Standards of Theta Chi

Hazing

Theta Chi is based on the belief that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles and values of higher education.

Theta Chi is also based on the understanding that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college men.

Theta Chi is further based on the belief that a fraternity has a solemn obligation to develop its new members, initiates and alumni, and that this responsibility extends alike to the institutions where the Fraternity is represented. This obligation also extends to parents and others who make possible the education of new members and initiates as well as the communities where chapters are accountable for good citizenship. Finally this obligation is also owed to the college fraternity system of which Theta Chi is a part.

Theta Chi is also based on the firm conviction that one of the most damaging instruments to the fraternity system is the employment of a new member education program which includes hazing, and that this unproductive, ridiculous, and hazardous custom has no place in the fraternity system.

Bylaw Against Hazing:

ARTICLE V, SECTION 11. HAZING PROHIBITED.

The Fraternity prohibits absolutely all physical hazing, paddling, uncalled-for humiliation, and public display in connection with pledging and pre-initiatory activities, and subscribes to the National Interfraternity Conference resolutions and the Fraternity Executives Association's "Statement of Position on Hazing and Pre-initiatory Activities" which condemn all forms of hazing in connection with pledge/New Member education and pre-initiatory activities. The active chapters shall carry out the Fraternity's policy and conform strictly to this policy, not only to escape the danger of bringing discredit to the Fraternity and injuring the entire fraternity cause, but also to build higher respect for the chapters and the Fraternity in the minds of pledges/New Members and to instill a finer type of loyalty thereby. The Fraternity prohibits all forms of public initiation, and pre-initiatory and initiation activities shall not be permitted to interfere in any way with the scholastic obligations or class attendance of those involved.

Prohibited Hazing Activities

The following activities are hazing and will not be tolerated. This list is by no means all-inclusive; many other activities could be added. Keep in mind that the intent of the activity is as significant as the activity itself.

- Forced or coerced consumption of alcohol or food.
- Calisthenics of any type, or at any time.
- Paddling, striking or any form of physical abuse.
- Any type of abandonment, (e.g., kidnaps, “ditches,” or “bags”).
- “Road Trips” or any transportation with no educational experience.
- Any form of “line-ups” or interviews.
- Prevention or deprivation of sleep or study time.
- Duties not shared equally with members (e.g., house clean ups, answering telephones, giving rides, or serving meals).
- Requiring new members to carry items or objects (e.g., paddles, matches, books, change, bricks, or the Manual of Theta Chi).
- Any act of personal servitude.
- Verbal harassment or yelling at any time.
- Requiring or endorsing pranks that break the law or reflect poorly on the chapter (e.g., theft, destruction, or harassment).
- Assigning of nicknames.
- Requiring uncomfortable, inappropriate dress or conforming dress.
- Restricting or requiring the use of certain doors, entrances, or public rooms or furniture in the chapter house.
- Interrogations and testing that is inconsistent with normal testing of educational material (e.g., threatening or harassing new members through psychological or verbal intimidation including the use of pledge courts or pledge reviews).
- Requiring certain forms of address or greetings to members when answering the telephone.
- Requiring new members to recite the Creed or Greek Alphabet “to a match” or in any other manner that is designed to denigrate or intimidate the new members.
- Misleading new members that they are brothers or “active”.
- Use of blindfolds at any other time other than during Ritual.
- Requiring new members to recite information phrases or spiels with no useful or educational purpose.
- Keeping vigil over any object or device.

Alcohol And Drugs

The illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society and particularly on college campuses. As responsible organizations in the higher education community, college fraternities are concerned about alcohol abuse. The Risk Management Policy includes the following provisions that shall apply to all Fraternity entities and all levels of Fraternity membership in Theta Chi Fraternity.

1. The possession, sale, use, and/or consumption of ALCOHOLIC BEVERAGES while on chapter premises during an official Fraternity event, in any situation sponsored or endorsed by the chapter, or in any event that an observer would association with the Fraternity, must be in compliance with any and all applicable laws of the state, province, country, city, and institution of higher education.
2. No alcoholic beverages may be purchased through the use of chapter funds or treasury.
3. Alcoholic beverages may not be purchased or supplied by any member or guest for members or guests of the chapter through the coordination of funds for the purchase and/or use of a bulk quantity of alcoholic beverages (e.g., kegs, party balls, or other common source container). Members and guests are prohibited from the use of kegs and common source containers under all circumstances.
4. No chapter 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, and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any chapter house or any Theta Chi property, sponsored event, or at any other event that an observer would associate with the fraternity, is strictly prohibited.
6. No chapter may co-sponsor an event with an alcoholic distributor, charitable organization, or tavern (tavern defined as an establishment generating over half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
8. All recruitment activities associated with any chapter shall be DRY recruitment functions.
9. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
10. No member shall permit, tolerate, encourage, or participate in “drinking games”.
11. No alcohol shall be present at any new member program or activity of the chapter.

Bylaw on Alcoholic Beverages:

ARTICLE V, SECTION 13 ALCOHOLIC BEVERAGES.

(a) The rules and regulations governing the use of alcoholic beverages in the active chapters and at all Fraternity functions shall be in strict conformance with the rules, regulations, and policies of the institution at which the chapter is located, with the state and local laws pertaining to same, and with the Risk Management, Standards and Insurance Manual of Theta Chi Fraternity.

(b) Effective July 1, 2003, use or possession of alcohol within any chapter house or on any chapter properties at any time, whether or not in conjunction with any Fraternity event, and whether or not by any active member, alumnus member,

pledge/New Member, or non-member, shall be strictly prohibited, except where a chapter is granted a waiver by the Grand Chapter to allow the use or possession of alcohol in strict conformance with Federal, state and local laws and the rules and regulations of the institution and of Theta Chi Fraternity.

Sexual Abuse

The members of Theta Chi, while aspiring to a lofty set of morals, regard all men and women as equals worthy of significant respect. It is because of the strict adherence to such morally righteous values that the members of Theta Chi deplore any and all instances of sexual harassment.

Recognizing that sexual harassment is a problem plaguing campuses as well as the rest of society, Theta Chi Fraternity will not tolerate any form of sexual harassment or abuse. Examples of sexual harassment or activities which fall within this definition are the use of strippers; posters, books, shirts, or advertisements which portray women in a demeaning way; and the use of women at recruitment events in a subservient or demeaning fashion. Additionally, Theta Chi Fraternity seeks to:

1. Educate its members about the varied forms which sexual harassment can take.
2. Ensure adherence to the Fraternity ideals by every member.
3. Promote human dignity and respect for others.
4. Encourage growth and development of our brother.
5. Foster proper attitudes towards sexual roles.

The fraternity 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 and/or men including but not limited to date rape, gang rape, or verbal harassment.

Human Dignity

Theta Chi's position has been and will always be that all people are to be treated equally. Every person is due the same amount of respect and dignity no matter what race, creed, color, sex, religion, handicap, or sexual orientation.

No member or new member should be required, coerced, forced, or influenced in any way to do anything that would be unbecoming a member of Theta Chi Fraternity.

It follows that any activity or action that would cause a member to lose dignity might involve hazing. As stated in this document, Theta Chi Fraternity is unequivocally opposed to hazing in any form.

Women's Auxiliary

Theta Chi Fraternity supports the North American Interfraternity Conference's policy opposing the formation of women's auxiliary groups of any type. Theta Chi Fraternity also supports the National Panhellenic Conference's opposition to such formations. In so doing, any "little sister" groups or a chapter of the "Daughters of the Crossed Swords" are strictly prohibited within our Fraternity.

Bylaw On Auxiliary Organizations:

ARTICLE V, SECTION 17. AUXILIARY ORGANIZATIONS.

No active chapter or colony shall establish, recognize or support any women's auxiliary organization.

Risk Management Training and Resources

Each undergraduate member and new member shall be instructed annually on Theta Chi Fraternity risk management policy and FIPG policies.

- FIPG, Inc. (www.FIPG.org)
- National Interfraternity Conference ("NIC") (www.nicindy.org)

Recruitment

Membership recruitment is the first substantive contact a prospective member has with fraternities. Membership recruitment is therefore the appropriate time to begin addressing the memberships' responsibilities to extinguish and prevent any adverse public opinion as to alcohol use and abuse among fraternities.

Based on the premise that the excessive and/or illegal use of alcohol to attract young men to fraternity membership is counterproductive to the development of true brotherhood, Theta Chi is based on the conviction that DRY RECRUITMENT will:

- Attract a greater number of high quality prospective members, and improve the retention ratio of new members.
- Enhance the fraternity movement on the campus and in the community.
- Provide parental support of fraternity membership.
- Foster creative competition among fraternity chapters.
- Fully develop the recruitment and interpersonal skills of fraternity members.
- Save substantial sums of money that may be used to better the chapter.

Theta Chi, therefore, completely supports dry recruitment for all college and university fraternity systems in all aspects, and encourages Interfraternity councils and member fraternities to move immediately toward the complete elimination of alcohol in recruitment programs. Theta Chi requires that all recruitment activities associated with any chapter or colony be dry.

Expansion

Theta Chi supports open and unrestricted expansion for all college and university fraternity communities. This support is derived from our belief in the historic American freedom of association and freedom of speech guaranteed to all college students by the First Amendment of the United States Constitution. It is the duty of every Theta Chi chapter, colony, and member to oppose campus restrictions or controls on expansion or recruitment unless justified by extenuating circumstances. Fraternity chapters should receive the same freedom of association right granted to every other student group at that campus and be properly recognized and allowed to freely recruit new members.

As a matter of practice and principle, Theta Chi works in a cooperative and supportive manner with its host institutions, without which there would be no individual fraternity chapters. We respect campus policies and seek to work within fair campus guidelines that also protect the aforementioned constitutional rights of students.

To this end, we believe in the following tenants:

- Expansion should be open to all fraternities not currently represented on campus.
- Expansion should exclude costly multi-media presentations, financial obligations, housing commitments, and political influence.
- Expansion should not be determined by the size of a general fraternity.
- Expansion should respect the right of any organized group to seek affiliation with the general fraternity of its choice.
- Members of Theta Chi who transfer to colleges without a Theta Chi chapter should inquire about the possibility of starting one at their new institution.

Furthermore, Theta Chi supports the NIC resolution on this subject, and instructs all chapters and members to support this policy.

Section 3: Crisis Management

Procedures For An Emergency Or Tragedy

From time-to-time a serious accident, illness, or death may occur in a chapter. The following suggestions are made to assist you in responding appropriately to such a situation. The information provided in this Section 3 should be reviewed with all chapter officers to prepare them for an emergency. Such preparation can save lives and minimize any loss that may occur.

Maintaining Control

The chapter President or another designated officer or brother must be in command of every emergency situation involving serious injury or death or significant property damage. This does not mean that he cannot consult with other members who may have more expertise or insight, but it does mean that any final decision rests with the President or his designee. In the absence of the President or designated member, a predetermined hierarchy or the hierarchy of officers stated in our Ritual (President, Vice President, Secretary, Treasurer, and Marshal) should be followed in order to determine who is in charge in an emergency situation.

IN THE EVENT OF A FIRE:

- Dial 911
- Pull the house alarm
- Arouse as many members as you can **while you are exiting** the house.
- All members should meet in a predetermined area.
- Take a head count and report missing individuals to the fire department.
- Do not allow anyone to return to a burning building.
- As soon as reasonably possible, notify the appropriate campus officials, chapter alumni officers and the International Headquarters.

IN THE EVENT OF AN EMERGENCY:

(Serious illness, injury, or death)

- Dial 911
- Do not notify the parents of the person who is involved in the emergency situation. University, police or medical officials will inform the parents of the situation.
- Notify the International Headquarters, Alumni Corporation President, and the Greek Advisor.
- Inform members along these guidelines:
 - Close the house and only permit entry to members and emergency personnel.
 - Assemble all the members, including new members, in a group.
 - Depending on the situation, certain people may need to be called in (alumni, university representative, or headquarters representative).
 - Instruct the members to make no statements to anyone other than the school or police and Fraternity officials during an investigation.

- Instruct the members to direct all inquiries to the chapter's president and/or spokesman.
- Talk with the member while awaiting the ambulance. Do not play psychologist--just be a friend.
- Do not remove any personal items from the room or let members enter the room.
- If the member has a roommate, he should move out of the room temporarily.
- After you are sure the parents have been notified if a death has occurred, you should write a letter to the parents offering sympathy on behalf of the chapter and ask what their wishes are in regards to their son's possessions.
- Inform the members as to when the parents will be coming to the house in order to ensure that they are given privacy. The time to extend sympathy is at a wake or funeral. Only one member should show them the room and assist them if they request it. This is a difficult time for them and they may want to be alone.
- Coordinate attendance to the wake, memorial service, or funeral and in sending flowers.
- In addition, you may want to ask the parents for permission to perform The Public Rituals of Theta Chi Fraternity.

Individual and group counseling is strongly recommended following a crisis situation. There should be people available on campus that can assist in crisis management. Your Greek Advisor will be a valuable resource in dealing with any issues following a crisis and he or she should also be able to assist the chapter in finding a counselor.

CRISIS MANAGEMENT PHONE LIST

Ambulance: 911
Fire Department: 911
Police: 911
Greek Advisor: (____) _____
Alumnus Advisor: (____) _____
Alumni Corporation President: (____) _____
Regional Counselor: (____) _____
International Headquarters: (317) 824-1881
***After hours contact Dave Westol at: (317) 574-1856

Property Insurance Agent: (____) _____

When contacting the International Headquarters for an emergency, have the following information available:

- Name, telephone number, and location of the chapter/colony
- Name, address, and telephone number of person reporting the incident
- Name, address, and telephone number of injured persons (if known)
- Exact time, date, and location of injury or damage
- Description of the incident
- Names of any witnesses
- A list of all of the people or agencies that have been notified

NOTE: Obtain the full legal name, home address, and telephone number for any injured person or witness.

Copy this Crisis Management Phone List and provide an updated copy to all of the chapter officers and members. Also, keep an updated list near any telephone and a copy should be placed inside this Manual.

Section 4: Chapter Social Events

Social Functions and Alcohol

Social activities are part of fraternity life. Unfortunately, some people feel that any successful social activity must be centered on alcohol. A fraternity chapter can have a successful social event by adopting a mature, responsible, and lawful approach to the use of alcohol.

Use of common sense in planning and conducting events will mean a safer and more positive experience for everyone.

Alcoholic Beverage Exposure

All members and officers must be aware of and follow their state's drinking laws.

Generally, any risk involved in serving alcohol is created primarily by two illegal actions:

- Serving alcohol to persons not of legal drinking age.
- Serving alcohol to someone whom is intoxicated.

If alcoholic beverages will be consumed at a social function this risk can be minimized and managed by utilizing one of the two following options that comply with the Risk Management Policy. These two options are:

- Allow members and guests to bring their own alcohol.
- Have the event at a hotel with a cash bar or use a facility and third party vendor to operate a cash bar and check identification.

These steps will not eliminate all your responsibility and risk, but it will reduce risk for your chapter and Theta Chi.

To ensure the safety of your members and guests and to avoid violating Theta Chi risk management policies, please follow the guidelines that are provided in this Section 4.

Hosting a Successful Function within Risk Management Guidelines

The following guidelines will help chapters plan and host a safe and successful event. Guidelines are not limited to those listed below. Keep in mind that all chapter activities must be in accordance with all federal, state, local and university laws and regulations. Following these guidelines will help your chapter plan a responsible event:

Plan and organize the event well in advance –

- Establish and abide to a starting and ending time for the event.
- Appoint all brothers who will be responsible for set up, clean up, and event monitoring.
- If a theme event, be sure the theme is in good taste and not offensive to any special interest or cultural group. The theme should also not be related to alcohol.

Alcohol must be managed in a responsible manner –

- Chapter funds or “pass the hat” may not be used to purchase alcohol.
- All functions must be **Bring Your Own Beverage (B.Y.O.B.)**. Each person is limited to bring a maximum of EITHER: six (6) 12 ounce beers or four (4) 12 ounce wine coolers.
- Common source containers (kegs or party balls, etc.) are prohibited.
- Drinking games are prohibited.
- Open distribution of alcohol is prohibited.
- Do not sell or advertise alcohol at any alcoholic event.
- Provide food and non-alcoholic beverage alternatives.
- Do not encourage alcohol consumption – respect those who choose not to drink.

Managing the event and participants –

- The number of guests at any event is two (2) per member or new member.
- Prepare the guest list at least 24 hours prior to the event and post it at the event.
- Do not permit a person not on the guest list to enter/participate in the event.
- Only permit members, new members, and guests of the legal drinking age to bring alcohol into the event and consume alcoholic beverages within the event.
- Do not allow individuals to become intoxicated.
- If at any time you are concerned about life, safety or the well-being of an individual, provide them with assistance and seek medical assistance immediately. **DO NOT PUT THE PERSON TO BED.**

Include support personnel to help monitor the event –

- Hire security guards to check identification and assist with crowd control.
- Identify a group of members to be sober event monitors during the whole event.
- Identify those of the legal drinking age with a wrist band or hand stamp.
- Provide a professional taxi service for members and guests or use designated drivers.

Use a safe facility –

- Identify any possible fire hazards and unsafe conditions that may cause problems.
- Prepare an emergency evacuation plan and know the location of all fire alarms and extinguishers.
- Be sure the facility is easily accessible for emergency and medical personnel.
- Do not host or attend an event where alcohol is provided by any of the co-hosts.
- Utilize one entry/exit to control who enters and exits the event.
- Do not block fire exits: emergency escape routes must be maintained.

Guidelines for the Use of Third Party Caterers/Vendors

The following guidelines will help chapters plan and host a safe and successful event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility.

- Both state and local authorities must properly license the caterer. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur.
- The caterer must be insured with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of his insurance coverage, “off-premise liquor liability coverage and non-owned and hired auto coverage”.
- The local chapter and the Grand Chapter of Theta Chi Fraternity must be named as additional insured on the vendor’s certificate of insurance.
- The caterer must agree, in writing, to cash sales only to be collected by the caterer during the event.
- The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to the following:
 - Checking identification upon entry.
 - Not serving to minors.
 - Not serving to persons who appear intoxicated.
 - Maintaining control of all alcohol containers.
 - Collecting all alcohol remaining at the end of the event.
 - Removing all remaining alcohol after the event
- Third party vendors may not encourage the consumption of alcohol through drink specials or other promotions, nor should third party vendors serve shots of hard liquor.
- The local chapter may not purchase or provide alcohol, including any payment to lower the per drink price.

Off Campus and “Unofficial” Chapter Social Events

Some members incorrectly believe social events held off campus or away from the chapter house are not subject to risk management guidelines. Likewise, they believe that there is little or no risk exposure from “unofficial” events held at the residence of a member, friend or other location.

An off campus or “unofficial” event may be subject to risk management and standard guidelines if any of the following conditions exist:

- The chapter pays for any part of the event or participates in the planning or organization of the event. This could include purchasing beverages, food, entertainment, the room or hall rental, cleanup or anything else associated with the event.
- A chapter officer, officers or social chairman plans the event.
- The chapter advertises the event by producing flyers, posters, or maps of the location of the event, general “invitations”, or by distributing handouts or posting notices. This may also include announcements at chapter meetings of the chapter or other fraternities or sororities or telephone invitations.
- A large percentage of the members and/or new members of the chapter are present.
- The event takes place of a normally scheduled event. For example, a social planned for 9:00 PM is not attended because everyone is at a member’s apartment.

Chapters may be disciplined for incidents of any kind that violate the *spirit* as well as the letter of Theta Chi’s risk management policies. If you have any questions concerning the status of a social event, please contact the International Headquarters or the Greek advisor on your campus.

An attorney for an injured person from such an event will make every effort to demonstrate in court that this “event” was a chapter function. He/she will do so in order to enhance the possibility of having the chapter held accountable and thus tapping into the chapter’s liability policy and assets.

For example, if two seniors host an event in their off-campus apartment, this may become a Theta Chi event. They will invite their friends, many of whom are members. If enough members are in attendance, and it can be construed as a Theta Chi event, it becomes a “Theta Chi” event. Other factors; was the event announced at a chapter meeting? Was it publicized in the chapter house with a flyer or poster on the bulletin board? Were officers present during the announcement? Were any of the officers present at the event? Were new members present at the event, or encouraged to attend? Any, some, or all of these factors can serve as a basis for naming the chapter as a defendant in a lawsuit.

Special Events

In addition to regular social functions, many chapters often conduct or sponsor special events involving large numbers of people. Examples include a fund raising project for a charity, or alumni events such as Homecoming.

No chapter shall host open parties at which alcohol is present. But even if alcohol is not consumed at a special event, the large number of people usually involved at these activities can create risks for the chapter.

Precautions should be taken for:

- Traffic control
- Crowd control
- Safety of the facility, including fire safety-know the evacuations route (s)
- Risk of injury resulting from any activities or games in which attendees might participate.

Also, if an event is held away from the chapter house, an attorney for the chapter should review any contract signed with the property owner.

Alumni Events

Your chapter will be able to host more successful alumni events if they are planned in association with your alumni corporation. Be sure the corporation officers are familiar with the policies and procedures of this Manual when planning the event. This will help to eliminate any confusion. Additionally, you will want to ensure that the appropriate alumnus members will help to explain and enforce these guidelines with other alumnus members prior to the event.

The alumnus brothers who attend your Homecoming or other event will most likely be above the legal drinking age. Nonetheless, all of the procedures regarding consumption of alcohol and concern for your guests still apply. The chapter may not furnish alcohol to alumni. Ideally, members of your alumni board or chapter advisory board will be on hand to greet alumni and deal with any issues that may arise.

If you become concerned about an alumnus who has had too much to drink, seek the help of the local authorities or other alumni to ensure that this brother avoids injury.

Section 5: Chapter House Safety

A House Corporation member should review the chapter property with the House Manager or Risk Manager once a semester for a maintenance assessment and to identify opportunities for projects which would reduce risk for the chapter. A report should be prepared by the House Corporation member, with copies of the report mailed to the members of the House Corporation, the undergraduate officers, and a copy to be included in the Risk Management and Standards Manual.

Fire Safety

At the beginning of each semester, the chapter should make an assessment of fire safety devices and the following procedures:

- All smoke detectors and fire alarm systems are to be checked by the Risk Manager or House Manager. The results of this check should be entered into a log. It is recommended that smoke alarm batteries be replaced at the beginning of each semester.
- All fire extinguishers are to be checked monthly by the Risk Manager or House Manager and should be filled immediately after notice that an extinguisher has lost its pressure.
- Each chapter should develop emergency fire procedures, including an evacuation plan. A copy of these emergency fire procedures should be attached and made a part of the chapter's risk management Manual and should be posted on each level of the chapter house and by each telephone.
- A copy of the emergency fire procedure should be given to each member of the chapter.
- The Risk Manager or House Manager should conduct a fire drill every semester. The members shall be assigned designated exit routes and shall be taught the appropriate procedures for detecting a fire and handling a fire situation. The dates, times, and results of the fire drill should be logged and kept with this Manual.

Fire Prevention Suggestions

Fire Prevention and Life Safety are an important part of every chapter's operations. Knowing the most common causes for fraternity/sorority house fires, following these suggestions can reduce the risk of fire:

NO SMOKING IN BED

Consider establishing No Smoking Rules and areas. Provide plenty of ashtrays and encourage everyone to use them in areas where smoking is allowed.

DO NOT OVERLOAD CIRCUITS

Electrical fires usually result from improper use of outlets. Use particular caution with stereos, televisions, blow dryers, lamps, toaster ovens, coffee makers, and multi-outlet extension cords. If you have doubts about the adequacy of a circuit, have it checked by a professional.

INSTALL & MAINTAIN ADEQUATE ALARM SYSTEMS

Smoke and heat detectors are inexpensive yet excellent warning systems. Use as many as are suggested by the manufacturer for the size and design of your facility.

HAVE FURNACE & HEAT SYSTEM CHECKED PROFESSIONALLY at the start and completion of the winter season. Check for proper operation, automatic shut-offs, and proper venting.

STORE COMBUSTIBLES AWAY FROM HEATING OR FURNACE AREAS

These areas should be checked and cleaned regularly.

DO NOT KEEP FLAMMABLES IN THE HOUSE

Store paints, mineral spirits, turpentine, gasoline, and all other flammables outside the house in a well-ventilated place. Use extreme care when storing oily rags and cleaning materials.

USE WOOD BURNING FIREPLACES WITH EXTREME CARE

Have the chimney cleaned professionally at least once a year. Do not use flammable liquids to start the fire. Keep the fireplace enclosed when in use and keep combustibles clear of hearth.

USE EXTREME CAUTION WITH PORTABLE HEATERS

Do not use Kerosene heaters inside your house. Keep these heaters away from combustibles. Make sure to fill the heaters outside the building. Never fill while unit is in operation or still hot. Do not smoke during refilling. Maintain ventilation by opening door or window

KEEP THE CHAPTER HOUSE CLEAN

Clutter, such as paper, clothing, and boxes, can provide fuel for a fire and impede escape from the facility.

SCHEDULE REGULAR SAFETY INSPECTIONS

The local fire department, school officials, or your property insurer may provide assistance in this area and offer suggestions, usually without cost.

KNOW & COMPLY WITH FIRE CODES AND REGULATIONS

The House Corporation and House Manager should know the Fire Codes and be certain you are in compliance. The Fire Department can assist in this area.

PROVIDE & MAINTAIN ADEQUATE FIRE EXTINGUISHERS

Extinguishers should be well marked and readily available throughout the house.

Tips To Winterize The House Or For Extended Periods Of Vacancy

CLAIMS DO OCCUR DURING THESE PERIODS

Be aware of the potential for claims resulting from extreme weather and plan accordingly.

SHUT OFF THE WATER SUPPLY

This should be done especially during cold weather vacations if the house will be unoccupied. Take appropriate steps to ensure that pipes are clear of water.

MAINTAIN HEAT

Have your chapter property checked periodically during all vacation periods. Keep the thermostat set at a temperature that will prevent pipes from freezing.

Springtime Property Checkup

When winter weather subsides, spring is a good time to perform a property checkup. A thorough survey of your facility will allow you to keep your property in good shape. These are just a few areas you should be sure to check:

WINTER DAMAGE TO WATER AND SPRINKLER SYSTEMS

Inspect out/indoor water faucets and out/indoor sprinkler systems for damage.

ROOF AND DRAINAGE DAMAGE

Clean roof drains and downspouts of debris. Yard drains and catch basins should also be inspected for blockage and cleaned as required.

ROOF DAMAGE AND MAINTENANCE

Check the roof and its weather seals for damage and deterioration.

SPRING PREMISES CLEANUP

Perform thorough interior house cleaning. Outside premises should also be given attention by cleaning any debris, dead brush, leaves, trash, etc. from around your house.

MECHANICAL & ELECTRICAL EQUIPMENT

Inspect fire protection systems and air conditioning equipment for damage.

EMERGENCY PREPAREDNESS

Conduct a review of your chapter emergency plans and conduct fire drills each semester.

MISCELLANEOUS ITEMS

There are a number of issues that may appear over time. For a more comprehensive list of items to check see the Kirklin webpage at www.kirklin.com.

General Safety

SNOW AND ICE

Keep sidewalks, outside steps, and entrances clear of snow, ice, and debris.

WINDOWS

Keep windows above the first floor level closed and latched so there is no danger of someone falling out.

ROOF & BALCONIES

Keep members and guests off the roof and outdoor balconies unless they are reinforced and have railing to ensure adequate safety. Doors and windows leading to these areas should be locked, unless they are to be used as fire exits.

Section 6: Chapter Discipline

The Grand Chapter of Theta Chi Fraternity has designated the Risk Management and Standards Committee (“Committee”) as the primary entity in the Fraternity in determining if a violation of policy has occurred and to take appropriate action, pursuant to Article IV, Section 4., (f) of the National Bylaws. The Grand Chapter remains the administrative, executive and judicial head of the Fraternity and nothing contained in these rules, policies, practices and procedures should be interpreted so as to compromise or change that authority. The Grand Chapter may at any time pursuant to Article IV, Section 4., (a) and (b) take action with a chapter.

These policies govern the procedure in all chapter, colony, interest group and individual disciplinary proceedings contemplated in the National Bylaws of Theta Chi Fraternity or the Risk Management, Standards and Insurance Manual.

These policies are intended to provide a consistent means of investigating and, as appropriate, sanctioning policy violations for individuals, chapters, colonies or interest groups. These policies have been written to emphasize simplicity in procedure, justice in administration, and the elimination of unreasonable expense and delay.

These policies shall apply in any investigation of alleged violations of the Theta Chi Fraternity risk management policies, FIPG policies, guidelines, practices, or National Bylaws. For purposes of brevity in this section, any reference to these policies, practices, guidelines, procedures, the National Bylaws, position statements and other policies shall be referred to as “policies”.

These policies apply to colonies and interest groups of Theta Chi Fraternity, but colonies and interest groups have a special status and procedures related to Show Cause Hearings and revocation of a charter or the suspension of a Chapter are not applicable.

Reporting Incidents and Situations, Investigation Procedures, Sanctions

Theta Chi Fraternity expects every member of every chapter, colony and interest group to follow the letter and the spirit of our Risk Management and Standards policies, FIPG policies, Position Statements, and all other guidelines and practices, including the National Bylaws of Theta Chi Fraternity, federal, state and local laws, rules and regulations and all applicable policies and rules of the host institution.

Any chapter, colony, interest group or any individual associated with the Fraternity may be sanctioned by the Fraternity for any act or alleged act that violates the National Bylaws, the Objectives, policies, or position statements of Theta Chi Fraternity, Inc., or any FIPG policy. Any violation of federal, state, or local laws, rules, regulations or any rule, policy or procedure of the host institution, including any governing group to which the chapter belongs, regardless of whether or not the institution or governing group takes action may also result in sanctions.

Any alleged offense, act, problem, situation or emergency should be reported to the International Headquarters staff immediately, but in no instance should a report be delayed more than twenty-four (24) hours after the occurrence of the alleged offense, act, problem, situation or emergency. See also Article V, Section 16 of the National Bylaws.

Investigations will be conducted by the Chief Executive Officer or his designee from the International Headquarters staff.

Order of Suspension/Limited Order of Suspension/Grand Chapter Suspension

The National President may issue a temporary sixty-day (60 day) Order of Suspension of a chapter charter upon request of the Chief Executive Officer or his designee, Article IV, Section 4., (b), The National Bylaws. Suspension may include the immediate cessation of all or some chapter operations or activities.

An Order of Suspension shall be delivered to the Greek Advisor or another administrator at the host institution, where the chapter president or another officer can obtain it. A copy of the Order shall also be sent by standard mail to the chapter, the alumni corporation and the Regional Director. Specific conditions and requirements will be included in the Order of Suspension at the discretion of the National President.

The Chief Executive Officer or his designee may issue a temporary ten-day (10 day) Limited Order of Suspension. A Limited Order of Suspension shall restrict a chapter from undertaking, performing or participating in a specific activity or event or in conducting specific chapter operations. Specific conditions and requirements will be included in a Limited Order of Suspension, which shall be delivered to the Greek Advisor or another administrator at the host institution where the chapter president or another officer can obtain it. A copy of the Limited Order shall also be sent by standard mail to the chapter, the alumni corporation and the Regional Director.

Grand Chapter Suspension is also outlined in the National Bylaws, Article IV, Section 4., (b).

Notice

One or more of the following means of communication shall be used to serve any notice upon any individual, chapter, colony or interest group, unless otherwise specified or required by the National Bylaws of Theta Chi Fraternity:

1. United States mail, postage prepaid, first class and addressed to an address maintained by the International Headquarters staff.
2. Facsimile transmission to a facsimile machine address for the primary administrator for Greek letter organizations at a campus.

3. Electronic mail (Email) addressed to an address or addresses maintained by the International Headquarters staff.

In computing any period of time prescribed or allowed by these policies the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday. Whenever notice is provided by United States mail four (4) days shall be added to the prescribed period. For purpose of these policies, service by facsimile transmission or other electronic means is not service by mail and four (4) days shall not be added to the prescribed period.

Individuals, chapters, colonies and interest groups are required to promptly report any changes in contact information, but these policies and any notice requirements will not be affected by the failure of a individual, chapter, colony or interest group to promptly notify the International Headquarters staff of any change in contact information. These rules and the timing of any notice requirements will be construed so that notice is effective upon the deposit of mail in the United States mail or immediately upon transmission by electronic means including facsimile.

Anonymity of sources of information, reports or violations

Any individual(s) who provide information, reports or information regarding specific violations to the CEO or his designee shall remain anonymous, whether or not the source(s) of the reports can be identified. This anonymity includes any descriptive terms, such as “A New Member” or “A parent” or “A neighbor”.

Once a report is received by any means, the CEO or his designee is charged with gathering all facts, determine the atmosphere surrounding the activity in which the alleged incident occurred and obtain information as possible sufficient to describe the attitude of the chapter, colony or interest group members relative to the allegation of a policy violation.

The primary contact for purposes of beginning an investigation by the Headquarters staff shall be the chapter, colony or interest group president, unless he is unavailable. A representative of the alumni corporation and the appropriate Regional Director shall be notified by telephone or electronic mail within forty-eight (48) hours after an initial call to the chapter, colony or interest group president has been made, unless such notification is deemed inappropriate based on the facts and circumstances involved in the investigation.

It is the responsibility of the Headquarters staff member conducting the investigation to properly identify himself and his position with the Headquarters staff; to advise the president of the chapter, colony or interest group of the general nature of the report(s); that an investigation is being conducted; and to describe the procedure that will be followed in the investigation.

It is the responsibility of the president, other officers, other members and the New Members of the chapter, colony or interest group to be honest, truthful and forthcoming throughout the investigation and any subsequent action that is taken.

The Headquarters staff member conducting the investigation shall have thirty (30) days to gather all relevant information from as many sources as necessary before preparing a report for the Risk Management and Standards Committee. The president of the chapter, colony or interest group will be asked to submit a detailed report of the incident, situation or alleged violation(s) by electronic mail within forty-eight (48) hours of the initial contact. This report shall include:

- The circumstances surrounding the incident, situation or alleged violation(s), including time, day, date, and place.
- The names, telephone numbers and email addresses of all those involved or those who can contribute to an understanding as to what occurred.
- Responses to specific questions posed by the Headquarters staff member during the initial stage of the investigation.

The Headquarters staff member will have a period of thirty (30) calendar days following the initial contact to complete and close the investigation and submit the report and a recommendation (“investigation period”) to the Risk Management and Standards Committee (“Committee”). The National Marshal or his designee may extend the investigation period if he finds that the chapter president or other members failed to respond in a reasonable time or manner to questions or requests by the staff member conducting the investigation.

Recommendation

When the Headquarters staff member conducting the investigation has completed the investigation or has exhausted the time available for completion of the investigation, a recommendation must be submitted to the Committee. The recommendation shall include all pertinent information including the report submitted by the president of the organization and any responses or supplemental reports.

Decision by the Risk Management and Standards Committee

The Risk Management and Standards Committee will render a decision within ten (10) business days.

Appeal

A chapter has the right to appeal any decision of the Committee.

If the decision of the Committee is to impose probation with conditions or any other sanction except for the revocation of the charter, an appeal may be submitted to the Committee to reconsider the decision. The appeal must be submitted within ten (10) days of the publication of the decision to the Committee. For purposes of this procedure, “publication” shall be interpreted as ten days from the date that the actual letter is mailed to the chapter and alumni corporation presidents. The decision should have been communicated by electronic mail and/or by telephone to the chapter president prior to that time.

An appeal of any decision by the Committee shall:

- a. Be limited to no more than five (5) typewritten pages.
- b. Contain specific and detailed reasons why the decision of the Committee should be changed, altered or modified.
- c. Contain an alternative sanction or set of sanctions that address the problems, concerns or situations that brought about the intervention.
- d. Be written by undergraduate members of the chapter.

The alumni corporation may submit a separate letter of support no more than two (2) pages in length with specific, detailed reasons why the Committee should change, alter or modify its decision.

The Committee will not, as a matter of practice, consider an appeal or a letter of support that is based upon or that contains emotional appeals, a recitation of the good acts undertaken by a chapter, or vague promises to avoid problematic behavior in the future. The appeal must be based upon a plan to address the concerns that brought about the intervention and/or other areas of concern.

The appeal and letter of support shall be submitted to the Director of Chapter Development at the Headquarters within the time frame outlined above. The appeal and letter of support may be submitted via facsimile, electronic mail or regular mail. The Director of Chapter Development shall then submit the appeal, along with any additional information, to the Committee within five business (5) days of the receipt of the appeal.

The Committee shall vote on the appeal or any changes to the decision within ten business (10) days.

Show Cause Hearings

A Show Cause Hearing is held to provide an active chapter in Theta Chi Fraternity with the opportunity to show cause why the charter of the chapter should not be revoked by the Grand Chapter of Theta Chi Fraternity for violations of policies or for a failure to consistently meet the standards for a chapter established by the Grand Chapter, such as membership size or financial obligations.

If a recommendation is made to the Committee for a Show Cause Hearing, a chapter shall have three (3) days to submit a response.

- a. A Show Cause hearing may be scheduled at any time during the calendar year. A written Notice of the hearing must contain the day, date, and time of the hearing and the reason(s) for the hearing. The Notice must be sent to the chapter president at the last known address of the chapter and/or to his summer address as reported to the International Headquarters. The Notice must be sent by registered mail. An electronic copy of the Notice is to be sent to the Alumni Corporation President of the chapter and to the appropriate Regional Director. An electronic copy or

facsimile copy should also be sent to the chapter president as a means of alerting him to the hearing.

- b. A Show Cause hearing may be scheduled no earlier than fourteen (14) days nor later than twenty-eight (28) days after the date that the letter is sent by registered mail to the chapter president. The National Marshal or his designee may extend this period if he finds that there is an extenuating circumstance that requires the hearing to be delayed. Notice received by any chapter member shall be construed as notice to the chapter president.

All property of the Grand Chapter must be returned to the Chief Executive Officer of the Fraternity at the International Headquarters at least seven (7) days before the hearing is held. The chapter must ship or otherwise transport the following items to the International Headquarters. For purposes of this procedure, delivery of these items to a Regional Counselor, an alumnus, or anyone other than the Chief Executive Officer of the Fraternity before a Show Cause Hearing is not acceptable.

- All Ritual books
- The chapter charter
- All Ritual robes
- The Minute Book
- The Roster Book
- The gavel
- The Old South Barracks brick

The International Headquarters staff will keep these items until the Show Cause Hearing has been held and a decision rendered. If the chapter is allowed to continue to operate, these items will be returned to the chapter at the expense of the Grand Chapter within seven (7) days of the publication of the decision.

A Show Cause hearing is to be conducted by a minimum of three (3) representatives of the Risk Management and Standards Committee or its designees appointed by the National Marshal. At least one of the representatives must be a current member of the Grand Chapter. In addition, the Chief Executive Officer or his designee must participate in the hearing.

One or more additional representatives from the International Headquarters, the Regional Staff, the Grand Chapter and/or other Official Family Members may participate in the hearing, but he or they may not vote on the decision of the Show Cause Hearing committee.

The chapter may be represented by a maximum of five (5) undergraduate members, including officers, and a maximum of three (3) alumnus members.

Most hearings are conducted by conference call. The Committee will absorb the cost for the call, with the understanding that a maximum of eight (8) lines will be available for the chapter and alumni. The Committee at its discretion may require that the hearing be conducted in person whereby the chapter must pay for the costs incurred to be represented at the hearing.

After the hearing date has been scheduled, the undergraduate chapter must submit a written response to the reasons submitted in the Notice for the hearing. This assists the participants in framing the specific issues to be discussed and assists the participants in focusing upon those issues. The response from the chapter is to be typewritten and no more than five (5) pages in length. The response must address each reason stated contained in the Notice.

The response must be received at the International Headquarters no less than five (5) days before the hearing is scheduled to occur. This will allow time for the response to be sent out to the Committee participants. It is the responsibility of the International Headquarters staff to provide supplemental information, such as Consultant reports, to the Committee participants before the hearing.

The National Marshal may participate in the hearing as the Grand Chapter member required under this procedure. He may chair the hearing or he may appoint a chairman from the other Committee members participating in the Show Cause hearing.

The International Headquarters staff member will serve as the facilitator of the hearing. He will introduce the participants, outline the procedure to be followed, and provide a brief review of the reasons for the hearing.

The undergraduate members will be given twenty (20) minutes to provide information to the Committee including specific facts regarding the incident, financial status of the chapter, violation or other information that is relevant to the hearing.

Recommendation following a Show Cause Hearing

The Show Cause Hearing committee must prepare and submit a written recommendation within seven (7) business days to the Risk Management and Standards Committee (“The Committee”). The Committee then votes upon the recommendation. If the recommendation is approved, the decision is to be communicated to the chapter officers, the alumni corporation officers and the Regional Director by electronic mail and to the chapter president, the alumni corporation president and the Regional Director by regular mail.

The Committee has the authority to impose or utilize a wide variety of actions and sanctions relating to a Show Cause Hearing. Those actions include probation with conditions, reorganization, or the recommendation to revoke the charter of the chapter.

Revocation of the charter

If the decision of the Committee is to recommend to the Grand Chapter that the charter of an active chapter should be revoked, that recommendation must be communicated to the chapter, the alumni corporation and the Regional Director as outlined above.

The recommendation must then be submitted within forty-eight (48) hours to the Chief Executive Officer of the Fraternity by electronic mail, facsimile or regular mail.

The Chief Executive Officer must submit the recommendation to revoke the charter to the Grand Chapter of Theta Chi Fraternity, Inc., along with his recommendation and a response from the chapter and the alumni corporation, within twenty-one (21) days after receiving the recommendation.

A response from the chapter to the recommendation must be typewritten, no more than ten pages in length, authored by undergraduate members, and should contain:

- (1) Specific reasons why the charter of the chapter should not be revoked.
- (2) A plan to address the concerns, issues or problems within the chapter that led to the decision by the Committee to recommend that the charter be revoked.
- (3) Additional information or actions taken by the chapter to address the concerns, problems or issues.

The alumni corporation may submit a response to the recommendation. The response must be typewritten and no more than five pages in length. The response should also include the information identified in (1), (2) and (3) listed above in this paragraph.

As with other appeals, arguments based upon emotion, calls for leniency or brotherhood or lengthy recitations of good deeds are not helpful to the Grand Chapter officers. Specific, detailed, and factual appeals written in a thoughtful manner addressing the reasons for the recommendation to revoke the charter will be given every consideration.

Section 7: Risk Management Education & Resources

Each chapter or colony should conduct risk management education programs on a regular basis. The following list of topics and resources will offer some initial suggestions. Chapters should also consult with their Greek Advisor to locate local resources.

Speakers:

There will be many qualified speakers near any college campus. Chapter alumni may also serve as a valuable resource. The following list gives a few examples for educational sessions for your chapter. Many other topics and resources could be added.

- Legal Liability: local attorney or insurance professional.
- Alcohol Awareness: campus health center, student wellness office
- Chapter House Safety and Fire Safety: local fire marshal
- Planning Chapter Events: Greek advisor, IFC, local third party vendors
- Crisis Management: local police or rescue squad, campus counseling staff, Dean of Students Office
- Date Rape/Sexual Harassment: campus health center, student wellness office, Dean of Students, and counseling staff
- DUI: local police or highway patrol
- Drugs: local police and community task force
- Academics and Study Skills: academic advisors, professors, career resource office
- Resume Writing, Networking, Interviewing: career resource office
- Getting Involved on Campus: student activities staff, Greek advisor, senior brothers who are involved on campus

National speakers recommended for your campus:

- Alcohol Awareness: Mike Green
- Risk Management 101: Dr. Ron Binder, Bowling Green State University
- Legal Liability: Judge Mitch Crane, Campuspeak, Inc.
- Alcohol education: Rick Barnes, Campuspeak, Inc.
- Drunk Driving Consequences: Mark Sterner, Campuspeak, Inc.

Video Presentations:

A number of excellent videotapes on fraternity and risk management topics are available. Most Greek Advisors will have some titles available.

- Will Keim: Several videos of his college speeches available, www.willkeim.com
- "Liability and Risk Management" - This video discusses facets of risk management and legal liabilities that affect Greek organizations.
- Fire Safety Videos: Available from local fire departments, many focus on college residence hall and apartment fires
- "This is My House" - Created by BACCHUS, that deals with our responsibility to our brothers.
- "Hazing on Trial" - Now an industry standard, presented by Theta Chi's own David Westol.
- "Hazing Lies" - An excellent resource from Phi Kappa Tau.
- "When 'NO' Means Rape" - A date rape program produced by Zeta Tau Alpha Crown Development Trust.
- "Campus Rape" - Narrated by Susan Dey and Corbin Burnsen, this 20 minute video addresses acquaintance and stranger rape on college campuses. An excellent discussion guide is available.
- Katie Koestner and Brent Scowcroft: Campus Date Rape.

Section 8: Insurance

General Liability Insurance

Beginning in the late 1980's, an increasing number of lawsuits were filed against individual members of men's fraternities, chapters, and national organizations.

The primary course of action in protecting Theta Chi Fraternity is to avoid behavior or conduct that may lead to personal injury or property damage and to implement effective risk management. General Liability insurance provides coverage for personal injury and/or property damage for which Theta Chi is held legally liable. General liability insurance also provides a legal defense. General liability insurance is intended to protect the assets and financial stability of chapter members and officers, alumni corporation volunteers, and the Grand Chapter.

Legislation approved by undergraduate vote at the 1990 National Convention required all chapter and colonies of Theta Chi Fraternity to obtain general liability insurance.

After the 1990 National Convention and mandate from undergraduate delegates, the Grand Chapter of Theta Chi Fraternity directed the Risk Management and Standards Committee and the International Headquarters staff to research the concept of coordinating a national liability insurance program.

The General Liability Insurance Program permitted many chapters, which were paying exorbitant premiums, and/or had numerous exclusions in their policy, and/or could not obtain insurance in the past, to obtain general liability insurance coverage for a reasonable premium.

In July of 1995, the Grand Chapter adopted two important recommendations relating to the insurance program. Those included:

- All chapters and colonies must join the national liability insurance program by December 1, 1995. This decision affected less than twenty chapters, which had obtained liability insurance from other sources.
- Effective July 1, 1995, any chapter which was found responsible by the RMS Committee for a violation of the risk management standards and policies for our Fraternity would pay a surcharge of up to \$25 per man for liability insurance.

Section 9: Reporting Claims

Theta Chi members have a responsibility to immediately report all incidents that could result in an insurance claim to the International Headquarters as soon as possible. Prompt reporting often can prevent minor incidents from developing into major problems.

The following information will be needed when contacting the International Headquarters regarding a potential claim:

- The full name(s) of the injured person(s) and witness(es), including permanent addresses and phone numbers of said people.
- A factual summary of events regarding the incident and the injury, including the exact date, time, and location.
- Any demand for compensation, whether verbal or written.
- Any lawsuits or subpoenas served on you or your chapter.
- Any contacts by a investigator or attorney inquiring about an occurrence at the chapter house or during a chapter function.

In the event of a potential claim, contact the Director of Chapter Development.

Director of Chapter Development
Theta Chi Fraternity
3330 Founders Road
Indianapolis, Indiana 46268-1333
317-824-1881
317-824-1908 FAX
e-mail address: IHQ@thetachi.org