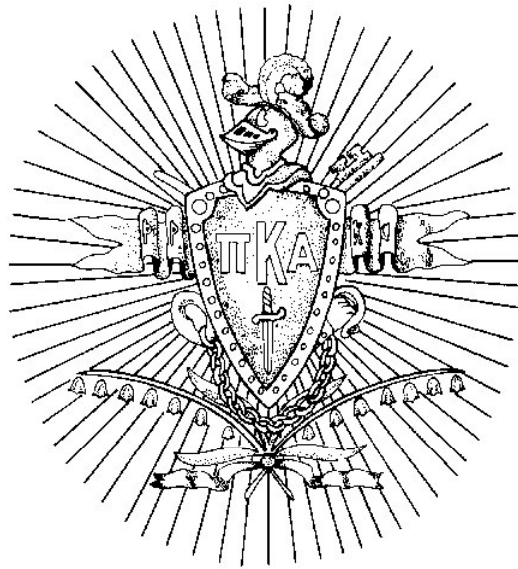


The Pi Kappa Alpha Fraternity



RISK AWARENESS HANDBOOK

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A Note from the Executive Vice President

Dear Brothers,

In recent years Pi Kappa Alpha has made great strides in dealing with issues of risk management. Following a path set forth in 1988 with the adoption of Pi Kappa Alpha's *Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing*, our Chapters are dealing more effectively and responsibly with risk management issues than ever before. Even so, *our task is far from accomplished*.

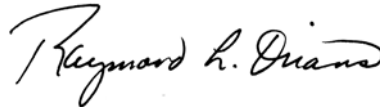
Risk management failures and crisis continue to pose significant threats to the long-term health of our Fraternity. While these threats often take the form of lawsuits, they most often manifest themselves as disciplinary hearings against chapters and individuals. They sometimes end more tragically in deaths or injuries. In other words, your money is not all that is at risk. Your chapter's rights to recruit and educate members, to participate in athletics and Greek activities and even to socialize as a group of individuals are at risk. Your chapter's very existence is jeopardized by poor risk management. The lives and health of your brothers, your fellow PiKAs, as well as the guests who visit your house and join you in your activities, your friends, girlfriends and sisters are at risk. This is why effective risk management is so important.

These concerns have prompted several acts on the part of the National Fraternity. Among the most important responses was the formation of the **Risk Awareness Foundation**. The Foundation was established to support the risk management educational activities of Pi Kappa Alpha, its student members, educators and the Greek movement in the area of risk management. As the Foundation grows, so **will its support** of our efforts to bring about an end to poor risk management and the threat it poses.

One of the first projects of the Risk Awareness Foundation is this manual. This manual is intended to provide assistance as you, the chapter risk manager, navigate the choppy waters of risk management. It is not intended to provide the final word on the subject. This manual, though, coupled with your common sense, dedication and persistence will address a vast majority of the risk management challenges facing Pi Kappa Alpha today.

Good luck and, as always, please call upon your staff at the Memorial Headquarters and the Risk Awareness Foundation for assistance if necessary.

Fraternally,



Raymond L. Orians
Executive Vice President

Chapter I

The Risk Awareness Team

Every area of chapter operations functions most effectively when a committee is on the job. A strong chairman and an informed, dedicated and motivated committee can move mountains. This is especially true in the area of risk awareness.

It could be argued that the risk awareness team consists of the entire chapter. After all, a single decision by a single member can set off a chain of events that lead to a major risk awareness crisis. So, although the list below is referred to as the “risk awareness team,” they are more appropriately viewed as the “coaching staff”. They develop the game plan. They direct the practice sessions and motivate all the participants. Every member and associate of the chapter, though, must work together to put the game plan into action.

While the actual composition of the “coaching staff” may vary, the following is a good starting point. And although each team or committee member has a specific task, each must cooperate with the other team members to accomplish the chapter’s risk awareness goals.

The Risk Awareness Chair: The chapter’s risk awareness chair supervises the risk awareness team. The president should appoint him. He is responsible for the overall management of the program. He must make sure that his committee members are educated and dedicated to effective risk awareness practices, in general, and, to their in particular area of responsibility.

The Chapter President: While the risk awareness chair is responsible for the risk awareness team’s efforts of the chapter, the president’s bears special responsibility. The signature page of the Fraternity’s *Standards for Retention* states that the chapter president may “be suspended from office and/or expelled from the Fraternity” should he or the chapter fail to adhere to those expectations. Thus, the chapter president should be closely involved with all activities of the risk awareness team. As much of a stake as the president has in good risk awareness practices, though, he must remember that the chairman of the team is the risk awareness chair. He must give his chairman the freedom to conduct his own program.

The Chapter Advisor: The chapter’s advisor provides the perspective of an alumnus to this important issue and acts as a liaison to other alumni groups, and external constituencies such as the university and community. The chapter advisor may designate another alumnus to sit on the committee in his place. This is a particularly good idea if the chapter has access to an attorney, whether he is an alumnus or not. An attorney’s perspective on risk awareness issues is invaluable and often necessary at certain points. *Whether he is a member of the team or not, the chapter advisor must still sign the Standards.*

The Social Chairman: The social chairman, the individual most responsible for planning social events within the framework of the risk awareness policy, must be thoroughly educated on and engaged in the chapter’s risk awareness program. By placing the social chairman on the committee, the social chairman/risk awareness chair relationship is cooperative. These two individuals are on the same team, with the same goals in terms of risk awareness. This will ease the road to effective risk awareness practices. The alternative to this cooperative relationship is too often a monitoring role. The social chairman may object to the impression that the risk awareness chair is his monitor. Thus, a cooperative relationship, as members of the same team, is most productive.

The House Manager: *(if applicable)* the house manager is responsible for monitoring and maintaining the physical state of the chapter house. This task is critical in adhering to all fire health, and safety regulations.

The Fire Marshall: *(if applicable)* this brother's role will be covered in depth later in the manual. Briefly, though, he is responsible for the chapter's adherence to fire codes and preparation for a fire emergency. He answers directly to the house manager.

Members-at-large: Some chapters may consider appointing two to three members-at-large to the risk awareness team. This may be especially helpful in a large chapter or one that is in the earliest stages of implementing a comprehensive risk awareness program. The members-at-large should be members who can be counted on to sell the team's program in chapter meetings and among the brothers outside of formal meetings. The risk awareness chair and his team will often encounter resistance when they sell their program. They will often times be perceived as worrisome lecturers or killjoys; the members-at-large, in particular those who are older, influential members of the chapter, will help the counter that perception.

Specific Responsibilities

The ultimate responsibility for taking charge of the chapter's risk awareness program rests with the risk awareness chair. As suggested, the best way to meet this responsibility is through a team. Nonetheless, whatever form is taken, the following duties, as outlined in the Constitution and Laws of the Fraternity must be addressed.

Chapter XIII, Section 12, Duties of the Risk Awareness Chair

It shall be the duty of the chapter risk awareness chair:

- Upon election, *develop a comprehensive risk awareness policy* to be submitted to the chapter for approval, and to implement it upon approval.
- To *insure the chapter is educated in and adheres to the standards, policies and ideals* expounded by the Constitution and Laws of the Fraternity, the Supreme Council, the chapter and the institution where the chapter is located.
- To *insure all chapter functions are conducted in accordance with the above standards, policies and ideals.*
- To *train the social chairman* in risk awareness practices.
- To *establish a plan for fire prevention*, to include elements of fire prevention, safety measures and emergency procedures to be followed in the event of a fire, to be submitted to the chapter for approval.
- To *conduct a program of education* for the chapter in the areas of fire prevention, safety measures, and emergency procedures to be utilized in the event of a fire
- To *regularly inspect the chapter's facility*, if any, for the purpose of maintaining it in a safe condition
- To *report violations of the plan of fire prevention*, if any to the chapter at a regular chapter meeting, and at regular times and places to encourage the chapter members to abide the plan of fire prevention.
- To make *quarterly assessments of the chapter's risk awareness practices* and make recommendations to the executive council of the chapter.

- To *report immediately to the Executive Vice President any occurrences*, which might give rise to a claim against the chapter, its alumni association, its local house corporation and/or International Fraternity.

The next chapter, “Where do I go from here?” discusses each of these responsibilities in detail.

Chapter II

Where Do I Go From Here?

The ten duties outlined in the Constitution, lettered A through J in Chapter XIII, Section 12, and may appear a bit intimidating. The task, though still important, is a bit less daunting when each expectation is considered individually.

“Upon election, develop a comprehensive chapter risk awareness policy to be submitted to the chapter for approval, and to implement it upon approval.”

Appendix I of this handbook present a sample chapter risk awareness policy for chapter-sponsored events. While the actual policy adopted by the chapter may include some but not all of the points, certain parts are taken from the *Standards for Retention of Membership*. Subsequently, they are not optional. These items are printed in all capitals.

Notice, as well, that the development of this policy is required of every risk awareness chairman upon election. This does not mean that each risk awareness chairman should scrap the previous policy. It does mean that each new chairman should take a fresh look at the document and determine if any circumstances have changed or if any lesions have been learned that should now be incorporated into the chapter’s risk awareness policy.

Also, this policy must be discussed and approved at a chapter meeting, as required by the Constitution, and posted in a conspicuous place in the chapter house or party facility. This chapter approval will require an effort on your team’s part to educate and lobby members. In the end, though, the chapter will more likely support a policy in which they had input and one they approved at a regular chapter meeting.

“To insure the chapter is educated in and adheres to the *standards*, policies and ideals expounded by the Constitution and Laws of the Fraternity, the Supreme Council, the chapter and the institution where the chapter is located.”

These *standards* policies and ideals “would include but would not be limited to:

The chapter’s by-laws and house rules:

Upon election to the office, the chapter risk awareness chairman should examine the chapter’s by-laws. He must then see to the enforcement of all risk awareness practices outlined in the by-laws and house rules. He must also insure that the chapter’s by-laws and house rules do not contradict expectations outlined by the university/college or the Fraternity. University/college policies and the Fraternity’s Constitution and Laws, as well as policies of the Supreme Council, supersede all local by-laws, house rules and traditions, except where exceptions are specifically provided for in the Fraternity’s Constitution and Laws.

Any Greek standards and expectations promulgated by your host university/college, its Student Life or Student Organizations office or its Interfraternity Council/Greek board:

Upon election to the office, the chapter risk awareness chairman should schedule a meeting with the university/college Greek advisor. He should ask the Greek advisor for any written policies with which he should be familiar. He should also explain his role as risk awareness chairman. This meeting will not only educate the chairman about pertinent policies but will facilitate open communication between the Greek

advisor and the risk awareness chairman. If possible, the chapter president and advisor should attend this meeting. A section has been set aside at the end of this manual for any pertinent written policies.

Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing:

A copy of the *Standards* is included in Appendix II of this handbook. They provide a clear set of expectations developed over the course of several inter/national conventions. This is an expression of your undergraduate brothers' expectations, as expressed through an inter/national convention, the highest decision making body of the Fraternity, and should influence your behavior in all areas of chapter operations.

Supreme Council Policy #7:

This Supreme Council Policy, which closely mirrors the *Standards*, outlines in detail expectations and potential consequences for deviating from those expectations. A copy of Supreme Council Policy #7 is included in Appendix III of this handbook.

Any special conditions and/or expectations placed on your chapter by the Fraternity, your university/college or your local IFC/Greek board:

Even the best chapters get into trouble periodically. When this happens, special expectations or limitations may be placed on a chapter. It is important that the chapter risk awareness chairman acquaint himself with any special expectations placed on the chapter. These times are also opportunities to examine the risk awareness program. Was it a failure on the part of the risk awareness team or policy that led to this problem? Yes or no, the next question must be what can the chapter do to prevent this kind of problem in the future?

“To insure all chapter functions are conducted with the above standards, policies and ideals.”

This expectation carries the previous item, item “B” dealing with education and adherence, one step further. As chairman, you must not only work to educate the members on various policies and expectations. Your job is not finished when you write the chapter's risk awareness policy. You must see to it that these policies are implemented. In particular, the chapter risk awareness chairman must insure that these policies are integrated into the chapter's social program. All chapter activities must adhere to the risk awareness policy. Working with the chapter president and social chairman in the planning stages of all activities, the role of the risk awareness chairman is to protect the chapter's interest in the realm of risk awareness.

This duty is not an easy one. It will take a great deal of leadership and skill but most of all it will take team work. It is important that the Executive Council, chapter advisor, social chairman and other “big guns” in the chapter participate in the development and implementation of these policies.

Take the time to educate the membership on why such plans are necessary. And most importantly, *be prepared to stand your ground. Whether the forum is an executive council meeting, a committee meeting, a chapter meeting or an informal setting, give no ground in the fight for effective risk awareness practices.*

“To train the social chairman in risk awareness practices.”

As a member of the risk awareness team, the social chairman will participate in the development and revision of the risk awareness policy. To do so, he must be educated in the area of risk awareness. With the entire team, discuss risk awareness issues and concerns. Ask all team members to read this handbook as well as other pertinent risk awareness material. Also, encourage team members, as well as the entire chapter, to attend risk awareness workshops.

This process will have to be repeated when the composition of the risk awareness team changes. For this reason, annual terms and structured transition programs are extremely valuable.

“To establish a plan for fire prevention, to include elements of fire prevention, safety measures and emergency procedures to be followed in the event of a fire, to be submitted to the chapter for approval.”

While the responsible management of alcohol, as well as issues related to date rape, drugs, gender relations and hazing, usually take top billing in risk awareness discussions, for chapter’s with housing facilities, fire safety and prevention cannot be ignored. The history of the Greek movement is marked with fatal fires. Most of which could have been avoided.

As with other areas of risk awareness, the chapter’s fire safety program should contain elements of prevention (education and house maintenance), monitoring (self-inspection) and readiness (fire drills and crisis plans).

If your chapter has not yet implemented a fire safety program it should do so immediately. Post this program in the house in a conspicuous place along with emergency phone numbers. Specific fire safety recommendations are provided in Appendices IV and V.

“To conduct a program of education in the areas of fire prevention, safety measures and emergency procedures to be utilized in the vent of a fire.”

The chapter should establish a well-planned emergency procedure to be put into effect in the event of a fire. Emergency action planning is needed to insure the safety of each member of the chapter. A sample fire crisis plan is presented in Appendix V of this handbook.

“To regularly inspect the chapter’s facility, if any, for the purpose of maintaining it in a safe condition.”

Surveys have shown that poor housekeeping, careless smoking, misuse of electricity by overloading circuit breakers, fuses and/or excessive use of extension cords and defective heating devices were the leading causes of fire in fraternity houses.

With the house manager and the chapter fire marshal, the risk awareness chairman should conduct periodic inspections of all areas of the chapter house. Conduct these inspections even if your local fire department or housing authority conducts similar inspections. Keeping in mind general safety guidelines as well as local fire code requirements, the fire safety of the house should be assessed and corrective measures taken if necessary.

Appendix X of this handbook presents a self-inspection checklist. This checklist should be tailored to the chapter’s particular needs. Inspection forms should be kept on file at the chapter house.

“To report violations of the plan for fire prevention, if any, to the chapter at a regular chapter meeting, and at regular times and places to encourage the chapter members to abide by the plan of fire prevention.”

It is important that the entire chapter be aware not only of the fire prevention plan, but of infractions of the plan. The chapter needs to know that the risk awareness team is serious about implementing the chapter’s risk awareness policy and its plan for fire prevention.

As chairman of this risk awareness team, it is the chairman’s responsibility to see that violations of the fire prevention plan receives top priority during executive council meetings. The risk awareness chairman and the house manager must work together to address shortcomings quickly. The chapter and/or house corporation should also budget a certain contingency amount for necessary repairs that may be identified each term.

“To make quarterly assessments of the chapter risk awareness practices and make recommendations to the Executive Council of the chapter.”

The risk awareness process is not a stop-and-go proposition. It is intended to be on going. The chapter’s risk awareness practices should be the result of a process of continual improvement. At a bare minimum, a complete review of policies, procedures and practices should be made quarterly. This will insure that the program is keeping pace with the needs of the chapter and the chapter is actively supporting the program. Transition between the risk awareness chairmen will be another time when risk awareness practices are evaluated, as required by the Constitution.

Problems and setbacks can be expected. However, the very best programs, under continual scrutiny and constant improvement, will overcome these obstacles to see that the welfare of the chapter is being served.

“To report immediately to the Executive Vice President any occurrence, which might give rise to a claim against the chapter, its alumni association, its local house corporation and/or the International Fraternity.”

Any incident is an event or action that may have lead to an injury and/or an insurance claim. The chapter should report such an occurrence to the International Fraternity within twenty-four hours. If you are unsure whether to report on something, report it. Better safe than sorry.

There are several reasons for reporting an incident within twenty-four hours:

An incident can quickly lead to an insurance claim. The sooner the incident is reported the better chances the Fraternity and/or its agents will have to assess the situation and provide guidance to the chapter.

By centralizing the reporting, the Fraternity can track trends. This information will assist us in future risk awareness programs.

Local chapters and the Fraternity will learn from these incidents. By formalizing the reporting, the Fraternity can plan and implement preventative policies or procedures to make certain the same situation does not repeat itself.

Appendix VII of this handbook presents a sample report form. The chapter president or risk awareness chairman should gather the information contained in this form before reporting the incident to the International Fraternity. In any case, this report must be filed within twenty-four hours of any incident.

Chapter III

Educational Programming Required of Chapters

Pi Kappa Alpha's *Standards for Retention of Membership* contains the following statement:

Annually, each chapter shall educate every member and pledge in proper risk awareness practices with the purpose of providing a deeper awareness which will help identify and prevent incidents related to hazing; sexual abuse; alcohol and drug usage; and fire, health and safety. Furthermore, each chapter should have a written program specific to its local needs. This program should be maintained and revised on an annual basis.

The expectation that each chapter will have a specific risk awareness program has already been discussed. The necessity that the program be revised on a regular basis has been discussed as well. The written programs, expectations, inspections and so forth are very important, as are the crisis management plans and the fire safety plans. The best risk awareness plans, though, are preventative. This is where education comes into play.

The *Standards* require educational programs covering the following topics.

Hazing: The chapter risk awareness chair may arrange to bring a campus administrator, perhaps the Greek Advisor, to speak on the subject of hazing. Each member and associate should participate in at least one discussion group annually that considers specifically Pi Kappa Alpha's definition of hazing. That definition may be found in the *Standards*.

Sexual Abuse: Sexual abuse is a topic best left to the experts. Use the resources available on your campus. Go to the women's resources center or similar office and request that a speaker/counselor come speak to the chapter. Most will be happy to share their message. This is also an excellent topic for discussion within the context of the membership development program.

Alcohol and drug usage: In addition to campus resources, many communities have alcohol and drug abuse clinics and hospitals. These organizations are usually very receptive to addressing groups of fraternity men.

Fire: Fire safety programs have already been discussed. Ask the local fire marshal (not the chapter's) to speak to the chapter. Also, post the fire safety plan in conspicuous locations in the chapter house.

Health: This is an area often neglected by chapters. Issues related to member health may touch on sexually transmitted diseases, dietary concerns, stress management and mental/emotional health. Go to your campus health or wellness center, the human development/family life department, and counseling and similar offices for resources in this arena. These programs also fit well with your speaker's program. These are programs that will lead to a healthy, motivated chapter.

Chapter IV

Educational Opportunities Through the Fraternity and the Risk Awareness Foundation

The Risk Awareness Foundation, the Pi Kappa Alpha Educational Foundation and the International Fraternity support and offer programs intended to educate members on topics ranging from rush and chapter management to date rape, sexual abuse and drug and alcohol abuse.

These programs come in the form of written handbooks, leadership conferences, pamphlets, brochures, and vide tapes. The following is a brief description of some of the resources available. Chapter risk awareness chairs receive periodic updates through the monthly mail.

Written material: In addition to the many campus resources available to you, the Memorial Headquarters staff and the Risk Awareness Foundation offer programming handbooks and informational packets on various risk awareness concerns. The handbook you are now reading is the most comprehensive risk awareness tool offered by the Fraternity and the Foundation.

Speakers Program: The Fraternity and the Risk Awareness Foundation sponsor the Pi Kappa Alpha speaker's circuit. This program funds travel and expenses of national officers and other individuals to regional and national conferences and special events to address risk awareness issues.

Video Tape Library: The Memorial Headquarters maintains a wide array of video programs on topics such as drunk driving, date/acquaintance rape, hazing, and Greek public relations. Appendix VIII of this handbook presents a partial list of videos currently available.

Regional and International Conferences: Every year each chapter has an opportunity to benefit from at least three leadership programs.

- All sixteen regions host an annual leadership conference. These regional leadership conferences provide valuable sessions on risk awareness, membership development, scholarship, community service and so on. The regional leadership conference, organized by the regional president and vice president and staffed by national officers, alumni and friends, is the most accessible leadership program the Fraternity offers. Each conference received financial assistance from the Fraternity and the Risk Awareness Foundation.
- In January of each year, Pi Kappa Alpha hosts a three-day Chapter Presidents Conference in Memphis, Tennessee. Presidents and Rush Chairs are invited to participate in this intensive educational program. Internationally recognized speakers, international officers, and alumni of the Fraternity present seminars and lectures during this event. Through financial assistance from the Risk Awareness Foundation, the Educational Foundation and the Fraternity, chapter presidents attend this conference with a very low registration charge.
- In even-numbered years, hundreds of Pikes from the Fraternity's 200+ chapters and colonies, as well as alumni association delegates and international officers, come together to form the Fraternity's highest decision-making body, the international convention. In addition to conducting business of the Fraternity, international conventions also present educational opportunities. Special emphasis is placed on risk awareness education.

- The officers leadership academy takes place in odd-numbered years. Held in Memphis, Tennessee, the academy provides four to five days of comprehensive educational programs and discussion groups.

For information on any of the resources discussed in this section of the manual, contact:

**Director of Services
c/o Pi Kappa Alpha Memorial Headquarters
8347 West Range Cove
Memphis, TN 38125
(901) 748-1868**

Chapter V

Conclusion

This handbook provides a framework within which you, the chapter risk awareness chair, may create a safe, healthy environment in your chapter house, lodge meeting hall or community. With the assistance of your team, your chapter's leaders, your advisor(s) and your Greek advisor, you will help to insure that your brothers make it through college safely and with some great memories to take with them. Your job is more than just creating a written program, though. You must do more than lecture post notes and policies and pursue infractions. You must draw on all your resources, personal and external, to instill your brothers a sense of responsibility.

This sense of responsibility, this culture of caring, is critical to the Fraternity's success. It is important because the most resounding decisions regarding the future of Pi Kappa Alpha are not always made in executive council meetings, chapter meetings, conventions or Supreme Council sessions. The most important decisions regarding Pi Kappa Alpha's destiny often go unnoticed. These critical movements of truth, these crucial decisions, are made in college-town taverns, in chapter houses at 2:00 a.m., and in parking lots after last call. The moments of choice, when someone stands up and says: "Stop!", determine whether Pi Kappa Alpha will suffer another blow or whether we, as brothers will tend to our risk awareness business. These moments of truth also determine whether a member will live to see graduation, whether a member or friend will live life in a wheelchair or with a criminal record. These moments of choice, moments that each member will face at some point in his college career, will define Pi Kappa Alpha to the public, to our academic hosts and to the generations who follow us, with or without a Greek experience.

Your job is important. You are no doubt the right person for the job. Use your resources. Use your common sense. Be persistent. You will be successful.

Appendix I

“Omega Omega Chapter” Sample Program

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**Risk Awareness:
Mission Statement**

Our location here at Omega Omega chapter puts us in a unique situation. We must maintain a safe atmosphere at every event. Sometimes this is more difficult than others. The mission of Risk Management is to provide that safe atmosphere at so that everyone can feel safe, and that our chapter is also protected. To do this we employ a policy based on education and preparation. We instruct our entire chapter on proper crisis management procedure. Also, we plan social events with prevention in mind. We feel that our system of education and preparation will keep our chapter safe and strong. This system will educate our members to be knowledgeable in the event of a risk management scenario.

Risk Awareness Policy
Omega Omega Chapter Risk Awareness Policy

The following risk awareness policy shall be in effect at Omega Omega chapter events. Each new Risk Awareness Chair will review this policy quarterly by the risk awareness team and it shall be posted in a conspicuous place in the chapter house and will be read to the chapter and pledge class on a Quarterly basis.

The Chester will have a Risk Awareness Team consisting of the following individuals:

Chapter Risk Awareness Chair-
Chapter President-
Chapter Social Chairman-
Chapter House Manager-
Chapter Fire Marshall-
Chapter Advisor-

The following requirements shall be in effect at all official Omega Omega events:

- Each chapter event will be planned and approved by the risk awareness team and/or executive board at least (7) seven days prior to the scheduled event. A written description and plan, containing a specific start and end time, must be submitted to the risk awareness team prior to approval.
- The possession, use and/or consumption of alcohol beverages, while on chapter premises, during an official fraternity event, or in any situation sponsored by the chapter, must be in compliance with any and all laws of the state, county, city and university.
- No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name or on behalf of the chapter.
- Open parties meaning those activities where alcohol is served, which have restricted or unrestricted access by members or non-members of the fraternity, without specific invitation, shall be prohibited. Posters and flyers distributed on campus or to other Greek groups do not constitute specific invitations.
- No member shall permit, tolerate, encourage, or participate in “drinking games” at a fraternity-sponsored event.
- The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event, associated with the fraternity, is strictly prohibited.
- The promotion of, or participation in, any action or activity, which could be interpreted as selling alcohol, will not be tolerated. This includes but is not limited to, charging admissions to parties, passing the hat, selling drink tickets, or having vending machines, which dispense alcoholic beverages.
- The chapter will check the identification of all members and guests to determine who is of legal drinking age and enforced drinking age.

- The chapter will not under any circumstance, permit the consumption of alcohol by anyone who is not of legal drinking age, including chapter members.
- When and where members are allowed to bring alcoholic beverages, wristbands will be given to those of legal drinking age.
- A group of not less than (6) six members will be responsible for monitoring (*may be referred to as the security team or monitoring committee depending on the event*) the event. The risk awareness team and/or executive board will appoint them. At least 2 members of the risk management committee and one member of the executive board must be among the monitors. Monitors will not be allowed to consume any alcohol prior or during the event. There duties will include:
 - Checking the identification of members and guests
 - Distributing wristbands or stamping of the individuals of drinking age
 - Maintain order at the event
 - Coordinating the transportation of members or guests leaving the event intoxicated
 - A substantial amount of food and non-alcoholic beverages shall be provided at fraternity-sponsored events.
- The following additional provisions will apply to all Omega Omega Chapter events:
 - All social events shall be invitation only.
 - All guests must be on the guest list to be admitted.
 - Anyone supplying alcohol to a person who does not have a stamp or wristband shall have their invitation revoked and asked to leave the premises.
 - All exits shall not be locked, blocked, or obstructed in any way.
 - Glass containers will be prohibited at social events.
 - Emergency phone lists shall be supplied to members that are monitoring the events.
 - Emergency phone lists will also be posted near all telephones.
 - A sign shall be posted in a visual location during social events that Omega Omega chapter retains the right to refuse entrance to anyone, and to revoke invitations at the discretion of the monitoring committee.

I have reviewed the attached policies and approve of them.

President

Chapter Advisor

Vice President

Risk Awareness Chair

*Insert
Standards for Retention
Here*

*Insert
Chapter Crisis Management
Procedures
Here*

*Insert
MHQ
Risk Awareness Procedures
Here*

Party Policies and Procedures
Pi Kappa Alpha
Omega Omega Chapter

Consumption of Alcohol

- Consumption of alcohol during social events will be limited to the first floor level only.
- Members may have a reasonable number of guests in their own room consuming alcohol as long as guests do not congregate outside of the room.
- No new alcohol may enter the house or be distributed between 12:30 a.m. and the official end of the event set by the committee.
- Those members and guests may only consume alcohol that meet the required age set by the state of (insert state here).
- It is the responsibility of all members to dispose of alcoholic containers as soon as they become empty.

Working the Door

- Security members who are working the door are responsible for the following:
- Making sure that all guests who enter the house are on the guest list
- Making sure that all guests who enter the house show proper identification and are marked by either stamp or wristband
- Informing the Risk Awareness Chairman and President of any possible problems or discrepancies that may occur
- Counting the number of guests who enter the house to make sure that it does not surpass that evenings predetermined limit

Security

- The Risk Awareness Chairman is responsible for organizing a security team prior to the event that will meet the demands of the evening. The security team is responsible for the following:
- Working the doors
- Escorting female guests to and from their cars
- Preventing altercations
- Reporting problems to the Risk Awareness Chairman and President as soon as possible
- Reporting the presence of any law enforcement representative or university representative that enter the fraternity property
- Making sure that the fraternity medical kit is stocked and accessible
- Making sure that visitors are not parked on others property
- Patrolling the lots that the guests are parked in
- Security members may not consume alcohol
- Prohibiting anyone to leave the property with open intoxicants
- Remembering that all altercations are a result of different problems and should be treated differently. The end result in any altercation will be determined the Risk Awareness Chair and/or President

Risk Awareness Policy Altercations

It is the policy of the Risk Awareness Chair and/or President that no member shall initiate any form of fisticuffs (i.e. fighting) on fraternity property, its general area or while a reasonable person may conclude that said member is representing the fraternity.

Failure to comply with the above policy may result in disciplinary action by the chapter Judiciary Committee.

Risk Awareness Policy Gambling

It is the policy of the Risk Awareness Chair and/or President that no member shall partake in any form of *illegal gambling*, including but not limited to the following:

*Mandated by law (i.e. for money)

- Poker
- Euchre
- Craps
- Black Jack
- Sporting Events
- Etc...

While on fraternity grounds or its immediate area or if any reasonable person may conclude that said member is representing the fraternity while placing said waiver.

Failure to comply with the above policy may result in disciplinary action by the chapter Judiciary Committee.

Risk Awareness Policy Purchasing Alcoholic Beverages

It is the policy of the Risk Awareness Chair and/or President that Omega Omega chapter follow the International Fraternity policy *not* to purchase alcohol with chapter funds or by any means by which may associate the alcohol purchased by Omega Omega.

Failure to comply with the above policy may result in disciplinary action by the chapter Judiciary Committee.

Risk Awareness Policy Key Checking

It is the policy of the Risk Awareness and/or President that the Omega Omega Chapter of Pi Kappa Alpha will not participate in any form of key checking at social events where alcohol is consumed. Although checking keys is a good way of keeping intoxicated individuals off the road, it puts Omega Omega and the person who relinquished the keys at 100% liability; therefore this is avoided at all costs.

**Risk Awareness Policy
Non-Member Drug Use**

It is the policy of the Risk Awareness and/or President that no non-member shall possess, sell, purchase and/or use any form of illegal narcotic controlled substance or contraband on Fraternity property.

Failure to comply with this policy will result in the non-member being asked to leave the Fraternity House/Event. Furthermore the non-member will be escorted off the property to ensure that no further damage is done to the Fraternity and its property.

**Risk Awareness Policy
Refusing Entry Into Party**

It is the policy of the Risk Awareness and/or President that individuals who wish to enter a Fraternity function may be denied for any, but not limited to, the following reasons:

- They do not have a University ID
- They do not have any form of legal identification
- They are habitual problem makers
- They are delinquent and owe money
- They refuse to aid the Fraternity

The Risk Awareness supports the right of the Executive Board to determine which of the preceding reasons will be enforced at any given event.

**Risk Awareness Policy
Limiting Consumption of Alcohol**

It is the policy of the Risk Awareness Chair and/or President that Omega Omega Chapter and its representatives reserve the right to limit consumption of alcohol of any person on fraternity property at any time.

Failure to comply with above policy may result in disciplinary action by the Chapter and the Judicial Committee.

**Risk Awareness Policy
Entrances & Exits**

It is the policy of the Risk Awareness Chair and/or President that during social events that all entrances and exits remain unlocked and unblocked in case of emergencies.

**Risk Awareness Policy
*Food and Non-Alcoholic Beverages at Social Functions***

It is the policy of the Risk Awareness Chair and/or President that during social events, the social committee will furnish non-alcoholic beverages and food so that those who do not intend on consuming alcohol do not feel as if they are being forced to.

**Risk Awareness Policy
Respect for Humanity**

It is the policy of the Risk Awareness and/or President that all members shall respect the dignity of all persons. Therefore, the Risk Manager will not condone physical, psychological, or sexual abuse or the hazing of any human being.

Failure to comply with the above policy will result in disciplinary action by the Chapters Judiciary Committee.

**Fire Routes:
Omega Omega Chapter House
Pi Kappa Alpha**

Appendix II

Standards For Retention Of Membership, Officer Status and Chapter Charter In Good Standing

Each member, officer, chapter and colony of the Pi Kappa Alpha Fraternity shall comply with certain standards to maintain their membership in good standing with the Fraternity, his position as an officer of the chapter, its charter as a chapter of the Fraternity, and as a prerequisite for a colony to obtain a charter. These standards are as follows:

ALCOHOL AND DRUGS

1. The possession, use and/or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during an official fraternity event, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of the state, county, city and university.
2. OPEN PARTIES, meaning those activities where alcohol is present which have unrestricted access by non-members of the Fraternity, without specific invitation, shall be prohibited.
3. No member shall permit, tolerate, encourage or participate in “drinking games” at a Fraternity sponsored event.
4. The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any chapter house, sponsored event, or at any event that an observer would associate with the Fraternity, is strictly prohibited.
5. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of same for the members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
6. All chapters will implement and adhere to non-alcoholic formal rush programs.

HAZING

1. No member or chapter shall conduct hazing activities. Hazing is defined as:
 - Any form of physical abuse;
 - Any activity that might reasonably be expected to bring embarrassment or psychological harm to the individual;
 - Any activity that might reasonably be expected to bring physical harm to the individual; Any activity that might reasonably be expected to degrade or otherwise compromise the dignity of the individual;
 - Any activity that might reasonably be expected to require an unreasonable or inordinate amount of the individual’s time, or in any manner impair the individual’s academic efforts;
 - Any activity that might reasonably be expected to make the individual an object of amusement or ridicule;
 - The required consumption of any liquid, gas or solid matter;
 - Any requirement which compels an individual to participate in any activity which is illegal or contrary to the individual’s genuine moral and/or religious beliefs, or contrary to the rules and regulations of the educational institution.

2. Each member and pledge shall refuse to participate in any hazing activity, and shall refuse to permit hazing from being inflicted upon them.
3. The “Chapter Statement of Position on Hazing” shall be presented to, and signed by, each new pledge and the chapter’s pledge educator. One copy should be retained for the chapter’s files, and one copy should be provided to each individual whose signature appears.

SEXUAL ABUSE

No member or chapter shall participate in any form of sexually abusive behavior, whether physical, mental or emotional. This includes any actions that are demeaning to individuals, including but not limited to date rape, gang rape, verbal harassment, or publications that diminish a person’s integrity.

FIRE, HEALTH AND SAFETY

1. All chapter houses should, prior to, during, and following occupancy, meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and must have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters and housing corporations should comply with reasonable engineering recommendations, which are financially feasible to the chapter and housing corporation, as reported by the insurance company.

EDUCATION

1. At the onset of each academic period, the chapter president shall present these standards to the full chapter membership. Annually, each chapter shall educate every member and pledge in proper risk awareness practices, and should have a written chapter-specific risk awareness program that is maintained and presented to the chapter on an annual basis.
2. Chapters that sign and return this document to the Memorial Headquarters at the time of each new pledge class and beginning of each academic year, but no later than October 15 and February 15 of each year, and remain in good standing with the Fraternity, will be eligible to receive a \$250 rebate by June 30 of each year.
3. The Memorial Headquarters shall be notified, within 24 hours, of any situation or event that may have been inconsistent with these standards.

**STANDARDS FOR RETENTION OF MEMBERSHIP,
OFFICER STATUS AND CHAPTER CHARTER IN GOOD STANDING**

Chapters and members that conduct themselves in accordance to these Standards shall be considered in good standing with the Fraternity, eligible to receive the benefits, support and resources included therein. These standards also serve as a prerequisite for obtaining a charter of the Fraternity.

SIGNATURES:

CHAPTER/COLONY PRESIDENT

I have read The Pi Kappa Alpha Fraternity Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing to the active chapter at a regularly scheduled meeting, and will do so again at the first meeting of each school term, or will instruct my successor to do so. The Standards have also been posted in a conspicuous place within the chapter/colony house, if the chapter/colony has a house, and will remain posted throughout the year. I understand that I may be suspended from office and/or expelled from the Fraternity, or my chapter's charter may be suspended, if I fail, or my chapter fails, to comply with these standards. (For colonies: I understand that failure to comply with these standards may result in a discontinuation of affiliation with the Fraternity.)

Chapter/Colony: _____

Signed: _____
Chapter/Colony President

Date: _____

PLEDGE EDUCATOR

I have read The Pi Kappa Alpha Fraternity Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing in addition to the Chapter Statement of Position on Hazing to the pledge class at a regularly scheduled meeting and will instruct my successor to do the same at the first meeting of the next pledge class. I understand that I may be suspended from office and/or expelled from the Fraternity, or my chapter's charter may be suspended, if I fail, or my chapter fails, to comply with these standards. As testimony to my understanding of these precepts, I have signed and also witnessed each new pledge's signature on the Chapter Position on Hazing. (For colonies: I understand that failure to comply with these standards may result in a discontinuation of affiliation with the Fraternity.)

Chapter/Colony: _____

Signed: _____
Pledge Educator

Date: _____

TREASURER

I have read The Pi Kappa Alpha Fraternity Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing and agree not to authorize or spend any chapter funds on any activity or program that is in violation thereof. I understand that I may be suspended from office and/or expelled from the Fraternity, or my chapter’s charter may be suspended, if I fail, or my chapter fails, to comply with these standards. (For colonies: I understand that failure to comply with these standards may result in a discontinuation of affiliation with the Fraternity.)

Chapter/Colony: _____

Signed: _____
Treasurer

Date: _____

RISK AWARENESS CHAIRMAN

I have read The Pi Kappa Alpha Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing and agree to uphold the duties of my office as outlined in Chapter XIII, Section 12 of the Pi Kappa Alpha *Constitution and Laws*.

Chapter/Colony: _____

Signed: _____
Chapter Risk Awareness Chairman

Date: _____

CHAPTER/COLONY ADVISOR

I certify that the chapter/colony officers have read and affirmed their commitment to me to abide by The Pi Kappa Alpha Fraternity Standards for Retention of Membership, Officer Status and Chapter Charter in Good Standing, and have provided, and completed, the Chapter Statement of Position on Hazing for each new pledge.

Chapter/Colony: _____

Signed: _____
Chapter Advisor

Date: _____

Chapter Statement of Position on Hazing: List of Activities

Experience has proven that pledge education is one of the most important programming areas for a fraternity. In evaluating the long-term success and stability of any chapter, those chapters that exert the necessary time and energy into the development of a constructive, non-hazing, pledge education program encounter the most prosperity. These groups initiate undergraduates who understand their fraternal responsibilities as active members, and have the tools to immediately contribute to the success of the chapter. Chapters should be straightforward about the purpose of the pledge period, defining the kinds of acceptable behavior. The following list identifies some constructive programming ideas collected from a variety of successful Pi Kappa Alpha chapters, as well as some destructive pledge activities that have been a source of problems for chapters.

Constructive Pledge Activities

- Holding mandatory study sessions
- Scheduling pledge class goal setting retreat
- Educating each pledge on the responsibilities of each chapter officer, chairman and chapter operations
- Expecting high scholastic performance
- Conducting meetings exclusively for pledges
- Preparing a pledge class publication and directory
- Sponsoring pledge class rush events for prospective members
- Appointing or electing officers and chairmen of the pledge class by the pledge class
- Participating in team building exercises such as a ropes course, paint ball and bowling
- Expecting basic knowledge of Pi Kappa Alpha; its ideals and principles
- Educating pledges on proper social and personal development
- Involving pledges in campus activities and other recognized student organizations
- Participating in intramural events and leagues

Destructive Pledge Activities

- Forcing consumption of food or alcohol
- Requiring pledges to line up or walk in a particular way
- Expecting pledges to perform any sort of calisthenics or form of physical training
- Forcing pledges to wear any type of clothing which is embarrassing
- Expecting pledges to use separate entrances to a house or housing facility
- Requiring pledges to carry items such as rocks, coins, paddles, books, food, etc
- Preventing or restricting class attendance or sleep
- Mandating any sort of personal servitude
- Requiring the practice of observing periods of silence
- Forcing strenuous physical activities
- Mandating the application of any sort of substance to pledges' bodies
- Marking or branding of pledges' physical bodies

Some activities are easily categorized as hazing. Others may not be so easily classified. If you're not sure, consider the following questions:

- Is the activity an educational experience?
- Does the activity promote or confirm the values of the Pi Kappa Alpha Fraternity?
- Will the activity increase respect for Pi Kappa Alpha by non affiliated individuals?
- Do pledges and initiated members participate together or equally in the activity?
- Would you be willing to allow parents to witness the activity?
- Would you be able to defend the activity in a court of law?
- Does the activity have value in and of itself?

A good rule to follow when deciding whether or not an activity is hazing is:

If you have to ask if what you're doing is hazing, it probably is.

CHAPTER STATEMENT OF POSITION ON HAZING

(to be read at first meeting of each new pledge class and signed by those indicated below)

Congratulations on having accepted a bid to become a pledge and prospective brother in the _____ Chapter of Pi Kappa Alpha Fraternity at _____ University or College. Our Chapter has a long and successful tradition, and we look forward to your participation as a future brother, not only during your undergraduate days, but through the fellowship you find here throughout your life.

Our Chapter recognizes and strictly follows the **Pi Kappa Alpha Standards for Retention of Membership** which include a standard of “**absolutely no hazing**”. You may have experienced hazing in high school, either as a new member of an athletic team, a school band or a school social group. You may have seen hazing glorified in movies. Hazing can take many forms. The most serious is direct physical abuse, such as a pledge being paddled, to a milder form, such as push-ups, to subtler approaches, such as drinking games with the brothers. We at _____ Chapter want you to know that hazing is not acceptable conduct for any of our members to inflict upon any of our pledges and that pledges should not submit to any form of hazing as a condition of membership.

Please understand that you should **refuse to participate in any hazing** activity and, more importantly, to **refuse to permit hazing** being inflicted upon you. The Chapter requests and expects you to refuse to participate in hazing. A list of activities which are generally considered to be hazing is attached hereto. In order to prevent any confusion, we are also attaching a list of activities which are not considered to be hazing, but could involve your input or participation.

If anyone approaches you and asks you to participate in an activity which you think is hazing: You should refuse to participate in hazing; and

- know that such refusal will not place your membership in Pi Kappa Alpha at risk; and
- *you shall decline to participate in hazing and immediately report it to a Chapter officer. If an officer is not available, then report it to another member who is not involved in the activity.*
-

Some activities are obvious, such as attempted physical abuse, whereas other activities may be more subtle and may require an interpretation. Either way, you should be assured that no adverse action will be taken against you by the attempted “hazer” or by the Chapter in regard to your membership. In fact, we will not allow the attempted “hazer” to have any influence over you or your status or to have any input regarding your transition from pledgship status to brotherhood, such as a vote.

The purpose in giving you this information is not because any of our members have stated that they intend to haze pledges. However, when there are several personalities in a Chapter, there is a remote possibility that some individual may, on the spur of the moment, ignore the Chapter’s prohibition on hazing, and attempt a hazing activity with a pledge. We want you to understand your rights and not be intimidated. If you are hazed, you should simply “walk away” from the attempted hazing without leaving the chapter. **Furthermore, you have a personal responsibility not to condone any sort of hazing.**

This information is given to you in duplicate and we are asking that you sign the top copy and retain the bottom one for your records.

Pledge Signature _____

Pledge Educator's Signature _____

President's Signature _____

Date _____

Appendix III

Supreme Council Policy #7

Supreme Council Policy #7 is a policy statement identifying the International Fraternity's expectations of members. It also explains the possible consequences of failing to live up to those expectations. All members and pledges should be very familiar with this document.

INTERNAL PROCEDURES

The Executive Vice President shall require a detailed written report from the chapter president and advise within 10 days of the reporting of any violation of the above standards or provisions, to include any self-imposed sanctions on the chapter or sanctions taken by the chapter against involved members. Should the Executive Vice President determine that the allegations are serious enough to warrant the gathering of additional information, or the chapter has not taken appropriate action, he may immediately appoint an officer to make an on-site visit and/or to verify the charges/violations of this policy and the names of the chapter officers, members and/or pledges responsible. The Executive Vice President shall relate the charges to the officers and/or individuals named in the officer's report, providing the opportunity for response within 10 days. Should the Executive Vice President determine that the allegations are verified, whether or not the chapter's actions are appropriate or sufficient, the chapter will at least be provided a warning for one full semester/quarter or the remainder of the school year, whichever is longer. However, if the Executive Vice President determines that the allegations are verified and serious enough, notwithstanding the chapter's action, or the chapter or chapter officers have failed to cooperate in any manner, he may place one or more of the following sanctions upon the chapter:

Sanctions

- A. Probation of the chapter for a period of not less than six months nor more than one year.
- B. A fine of up to \$5,000.
- C. The chapter president shall attend the next scheduled Chapter Presidents Conference.
- D. A delegation of the chapter, the minimum number of which shall be set by the Executive Vice President, shall attend the next regional leadership conference.
- E. A delegation of the chapter, the minimum number of which shall be set by the Executive Vice President, shall attend the next Officers Leadership Academy and/or the next International Convention.
- F. Other sanctions might include:
 - 1) Disqualification from awards during the school year;
 - 2) Requirement of pledges and members to sign the Standards verifying that such will receive compliance in the future.
 - 3) Requirement that the chapter sponsor and conduct seminars or workshops at its school and/or at the next scheduled regional leadership conference particularly addressing the subject matter, which was violated;

- 4) Requirement that the chapter sponsor a community service;
 - 5) Such other sanctions as the situation might warrant.
- G. Formation, by the Executive Vice President should the chapter be placed on probation, of a local alumni board of not less than three qualified alumni and authorization of this board to impose any or all of the above sanctions and further granting certain powers to the alumni board as described in Supreme Council General Policy Number Sixteen.
- H. Should the chapter be placed on probation, the Executive Vice President may place one or more of the following sanctions on the chapter during the probationary period:
- 1) A quarterly report shall be submitted by the chapter, or by the alumni board, to a designated staff member;
 - 2) Goals shall be set by the chapter or the alumni board, approved by the Executive Vice President, for the chapter to accomplish during the probationary term
- I. Continuing failure, under new leadership, to meet the requirement of probation could mean possible chapter suspension.

Should the situation warrant, the Executive Vice President might immediately suspend a chapter's charter, with prior approval from the International President.

Any chapter may appeal the decision of the Executive Vice President to the Supreme Council within 30 days of the Executive Vice President's decision. The appeal shall be heard at the next scheduled Supreme Council meeting. The Supreme Council may uphold, reverse or modify the sanctions. The Supreme Council's decision shall be final unless the Constitution and Laws provide for further appeal.

The Executive Vice President shall make a full report on any action taken in accordance with this policy to the Supreme Council at its next regularly scheduled meeting for Council ratification. However, should a chapter's charter be suspended, the Executive Vice President shall make his report immediately after gathering all the facts and request an immediate special meeting of the Supreme Council, via conference call or by other means, to determine if suspension should be lifted or remain intact indefinitely.

Appendix IV

Fire Safety Recommendations

Each year, some fraternities are obliged to report the tragic news of a fatal fire. Some of the losses from fires are replaceable. Houses can be rebuilt. Smoke damage can be repaired. The greatest loss, though, is the loss of human lives. The possible loss of human lives requires we be diligent in our fire safety efforts. Below are suggestions to help you develop a fire safety plan and how best to act in case of a fire. The suggestions originally appeared in the Fall 1992 issue of Tau Kappa Epsilon's magazine, *The Teke*. Lt. James Sipes, training officer of the Greenwood, Indiana Fire Department provided them.

Suggestions for your fire safety plan:

- Use your common sense and practice basic fire safety. Don't overload circuits or use faulty extension cords. Don't plug major appliances into extension cords. Don't leave candles burning and be sure cigarettes are extinguished before you throw them in the trash.
- Have a monitoring system. The more smoke detectors, the better. Consider placing one in each bedroom, hallway and living room. Place several in large sleeping dorms. Levy heavy fines to individuals destroying or tampering with smoke detectors.
- Ask local fire officials for an inspection and recommendations on how to improve your fire safety efforts. Many jurisdictions are required to do this by law. Do not view their inspections as invasions of your privacy. Draw on their expertise to help design a plan that's right for your house. They will also teach you the proper use of fire extinguishers and recommend placement throughout the house.
- Practice an established evacuation plan, including a group meeting place outside of the house and an accountability chart to make sure everyone is out. This is especially important in chapter houses because of the large number of people residing there. There's no other way to make sure everyone is out.
- Have fire drills to practice evacuation plan. They're not just something you do in third grade. They could save your life or the life of your best friend.
- Check the evacuation routes in the house. Do the doors open or are they painted or sealed shut? Is furniture or some other object blocking the path to the door or window? Exits must be kept clear. Considering the number of residents and visitors in a house at any given time. It is a great idea to post evacuation routes throughout the house, including the back of each room door, as in a hotel.
- When possible, have at least two exit routes in all areas of the house.
- Follow local fire codes and standards. They are the bare minimum fire safety standards.
- Be cautious and use common sense when decorating for parties. Many decorations are made of highly flammable material and add to the fire load of a building. Remember: when you are rearranging furniture to accommodate a big crowd, KEEP THE EXITS CLEAR. If you have kitchen facilities, educate your cook, kitchen stewards, and any other kitchen personnel on how to react to special concerns such as grease fires and gas stove/oven malfunctions.

Appendix V

The Fire/Crisis Evacuation Plan

WHAT TO DO IN CASE OF A FIRE: Do the ten items mentioned in Appendix IV and you are helping create a safer environment in your chapter and subsequently fulfilling a portion of your duties as chapter risk awareness chair and fire marshal. It is an unfortunate fact, though, that fires occur even in the safest environments. In the event of a fire, consider the following suggestions:

GET OUT!! No personal possession is worth delaying your exit. Any delay could cost you your life. As you exit, feel doors. If one is hot, do not open it. Take another route.

STAY OUT!! Do not go back into the house for anything. Leave rescue attempts to the professionals. You will only endanger your life, the lives of the fire fighters and you will probably hinder the professionals' efforts to extinguish the fire and rescue anyone trapped in the house.

CALL THE FIRE DEPARTMENT (911) IMMEDIATELY!! Do not try to fight the fire yourself. Waiting to call the fire department can turn a small manageable fire into a three-alarm blaze. Remember, no one gets in trouble for accidentally or inadvertently starting a fire. Also, there is typically no charge for the fire department 's responding to your call. In any case, better safe than sorry.

DESIGNATE A PLACE AS THE POST-EVACUATION MEETING PLACE. At least two people should have a checklist of occupants of the house. It will take the entire group to determine who might still be in the house. This information is extremely important to the fire fighters. If someone is still in the house, the fire fighters' objective is to get that person out. If they are positive that no one is in the house, fire fighters fight the fire in a different way, trying to save the structure.

Some other items to consider:

- Store important documents and Ritual books in a fireproof safe or filing cabinet. The cost of the safe or cabinet is definitely worth it versus losing those documents.
- Keep a copy of computer disks and other irreplaceable documents in a safe deposit box at the bank.
- Post-emergency numbers on all phones. Your local fire department or an insurance company probably has stickers.
- The chapter fire marshal should designate one or two people per floor to be responsible for accounting for the occupants of that floor. They should have a roster of occupants, including the location of their rooms.
- Test smoke detectors monthly. A good time to do this is in the course of regular house cleaning duties and during monthly fire inspections of the house. Be sure the batteries are in the smoke detectors. Replace the batteries at the same time every year.
- Check evacuation routes periodically. Can occupants really get out following your evacuation plan? Have periodic, surprise fire drills to make sure.
- Develop a plan for salvaging and securing the property after a fire within the context of local fire codes and laws. Consult your local fire department in developing this plan.
- Develop a plan for alternative housing in the case of a fire.

Educate your chapter members on the following fire safety tips:

- Open the window to vent your room.
- Tell someone where you are (use the phone if possible or hang a bed sheet out of the window to alert fire fighters. Don't try to climb down the sheet).
- If the room has a sink, fill it with water. Moisten towels and sheets and put them around door cracks.
- If the room has a bathroom fan, turn it on to help clear the room of smoke.
- If members can exit a room, they should check the hall outside the room. If the hallway is clear, close the door to the room just exited. Walk to the nearest exit. If there is smoke in the hallway, crawl to the nearest exit. Remember, always check doors for heat before opening them.
- Occupants should first try to walk down to ground level. They should use handrails for safety in case of structural failures. If fire or smoke is dense at lower levels, walk up to clear air or to the roof if it is accessible.

FEW PEOPLE BURN TO DEATH IN A FIRE. MOST CASUALTIES ARE FROM SMOKE. POISONOUS GASES AND PANIC. MEMBERS MUST KNOW AND USE THE CHAPTER'S ESCAPE PLAN. A WELL DEFINED AND PUBLICIZED ESCAPE PLAN GREATLY INCREASES MEMBERS' CHANCES OF SURVIVING A FIRE.

Appendix VI

The Chapter Risk Level Survey

The following risk level survey is a good tool for the chapter risk awareness chair and officers to assess the chapter's exposure to liability. Note, though, that this is an informative tool only. This is for internal use and certainly should not be the determining tool in your development of risk management programming.

Chapter Risk Level Survey

Chapter

Institution

This survey is for the internal use of the above-mentioned chapter only. It is strictly an informative tool for the officers of the chapter to use in determining what their chapter's exposure to risk might be. If you do not have a house, please mark zero for all questions that pertain to housing.

- *Chapter funds use to purchase alcohol?..... Yes (+5) No (0)
- *Wet Rush..... Yes (+3) No (0)
- Alcohol consumed at any function..... Yes (+5) No (0)
- I.D.s checked?..... Yes (-2) No (+3)
- Food served when alcohol present..... Yes (-2) No (+3)
- Alternative beverages..... Yes (-1) No (+2)
- *Open parties held?..... Yes (+5) No (0)
- Security hired?..... Yes (-2) No (+2)
- Overcrowding at parties?..... Yes (+2) No (0)
- Sobert shuttle for drinking guests?..... Yes (-2) No (+2)
- Controlled dispensation of alcohol?..... Yes (-1) No (+1)
- Functions which include use of mudslides or temporary swimming pools?..... Yes (+5) No (0)
- Appropriate permits obtained when necessary?..... Yes (-3) No (+5)
- *Alcohol sold?..... Yes (+5) No (0)
- *Little Sister program?..... Yes (+5) No (0)

Appendix VII Incident Report Form

DATE: _____
TO: Director of Services, Pi Kappa Alpha Memorial Headquarters
FROM: Chapter President
RE: Incident

The following form should be completed, to the greatest extent possible, in the case of an incident. All incidents, though, must be reported to the Memorial Headquarters Staff within twenty-four hours of occurrence.

PI KAPPA ALPHA FRATERNITY HEREBY REPORTS THE FOLLOWING:

1) Date of Occurrence:

2) Time of Occurrence:

3) Date Incident Reported to MHQ:

4) Person Reporting Incident:

5) Location of Occurrence:

6) College or University:

7) Chapter and Address of Insured Chapter House:

8) Name(s) and Address(es) of Injured:

9) Name(s) of Insured Member(s) Involved:

10) Name(s) and Address(es) of Witnesses:

11) Name, Address and Telephone Number of Person to Contact for Further Information:

12) Description of Incident:

13) Additional Comments:

Appendix VIII

Risk Awareness Educational Material

The following books, publications and video tape, some of which are available through the Memorial Headquarters, represents excellent educational resources for chapter risk awareness chairs. Many of the books and publications are available in your library through a local bookstore.

BOOKS AND PUBLICATIONS

Campus Gang Rape: Party Games? By Julie K. Ehrhart and Bernice R. Sandler

Friends Raping Friends: Could it happen to you? By Jean O’Gorman Hughes

In case of Sexual Harassment: A Guide for Women Students by Jean O. Hughes and Bernice R. Sandler
Association of American Colleges
1818 R. Street, NW
Washington D.C. 20009
(202) 387-3760

Acquaintance Rape: Is dating dangerous? By the American College Health Association
American College Health Association
15879 Crabbs Branch Way
Rockville, Maryland 20855
(301) 963-1100

Information about Acquaintance Rape by Cheyla McCornack Axtell, National Coalition Against Sexual Assault

Information about Rape and Sexual Assault by Cheyla McCornack Axtell, National Coalition Against Sexual Assault

The Gamma Guide: An invitation to enjoyable alcohol awareness programs! By Greeks Advocating Mature Management of Alcohol. This publication contains ten programs ranging from alcohol awareness to values and ethics and is an excellent educational planning tool to be used with pledge programs and for active chapter open forums.

Bacchus of the U.S., Inc.
P.O. Box 10430
Denver, CO 80210
(303) 871-3068

Broken Pledges: The deadly rite of hazing Nuwer, Hank. (Longstreet Press, 1990.) The story of Chuck Stenzel’s death in a senseless hazing tragedy at Alfred University in 1978 and the efforts of his mother, Eileen Stevens, to educate others of the dangers associated with hazing.

RISK AWARENESS VIDEO PRESENTATIONS

Risk Management

Date Rape, The aftereffects produced by the State University of New York at Binghamton
This videotape is available for purchase for \$95.00 prepaid and is identified as “No. 305, Dept. of Public Safety” at the following address:

Mr. Jim Cavanaugh
Department of Public Safety
State University of New York at Binghamton
Binghamton, NY 13901
(607) 777-2393

Hazing Lies. Videotape that tells the dramatic story of the closing of the Phi Kappa Tau Chapter at the University of Kentucky.

CINergy Media Communications
438 East Wilson Bridge Road
Columbus, OH 43805
(800) 752-8777
Cost: \$18.10

Playing the Game. Videotape on acquaintance rape.

Fraternities & Alcohol. Videotape that let’s you watch and listen as chapter officers, advisors, campus officials, and attorneys struggle with alcohol policies and methods that range from truly horrible to wonderfully responsible.

Manley, Burke & Fischer
225 West Court Street
Cincinnati, Ohio 45202
Cost \$61.00

AIDS: You are not immune

Your Alcohol IQ

When “No” means Rape

The Brad Shipman Story. The story of a young college senior involved in a tragic car accident in which his girlfriend was killed and his best friend was injured for life and the criminal conviction that sent a fine young man to prison for vehicular homicide.

De-Mythologizing the Animal House

Anatomy of a Party

Hazing on Trial

Liability and Risk Management

Many of these videotapes are available through the Pi Kappa Alpha Memorial Headquarters free of charge by writing the Headquarters three (3) weeks in advance of the date requested. A \$100.00 deposit per tape must accompany the order and will be returned to the chapter upon prompt return of the videotape.

Appendix IX

Chapter Crisis Management Procedures

The following suggestions are designed to assist your chapter in dealing properly with a crisis situation. This publication is not intended to provide solutions for every case but should be used in planning and preparing for any crisis.

GENERAL PROCEDURES

THE PRESIDENT IS THE CHAPTER SPOKESMAN. The Chapter President is always in command of every emergency situation. The Chapter President should always consult with the executive committee and risk awareness chairman to review the situation and assist in making decisions as to how to calmly deal with the matter. In the event that the Chapter President is absent, the Chapter Vice President will be in charge. All elected chapter officers should have a copy of the chapter's emergency procedures.

CLOSE THE CHAPTER HOUSE. If a crisis occurs, immediately close the chapter house. Any guests in the chapter house should be removed. The President cannot give instructions and maintain control if members are leaving and strangers are entering. Permit only members and appropriate officials to enter. The Chapter Sergeant-at-Arms or other designated member should be responsible for maintaining control over the entry door.

911 EMERGENCY CALL. In nearly all situations, the President or Risk Awareness Chairman's first telephone call will be the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.

SCHOOL ADMINISTRATION NOTIFICATION. Next, notify the school administration. During business hours, notify the office that handles Greek organizations. Tell the secretary that this is an emergency call. Your school administration official to contact is:

Name of school administration official

Telephone: _____

Extension: _____

If the school's administration officers are not open, then contact the school's security police at:

Telephone: _____

Extension: _____

Inform the school's security police of the emergency.

CHAPTER ADVISOR NOTIFICATION. Call your chapter advisor immediately and ask him to come to the chapter house to consult with the Executive Committee.

Chapter Advisor: _____

Telephone: _____ (home)

_____ (work)

MEMORIAL HEADQUARTERS NOTIFICATION. Notify the International Fraternity Headquarters by contacting

Raymond L. Orians, Executive Vice President

Telephone: (901) 748-1868

Inform the secretary that this is an emergency call.

ASSEMBLE THE CHAPTER. After notifying the above persons, assemble the entire chapter, including pledges. Explain that there has been an emergency and that the house is closed. Instruct the members not to speak to anyone outside the chapter about the incident. The President is the chapter's official spokesman. Do not discuss details, speculate on events or otherwise elaborate on the situation until the police, school administration officials and chapter advisor arrive. To do otherwise would create unrest and unnecessary concerns. Emphasize the necessity of remaining calm and assure the chapter that everything is under control. If there is a need to inform members who are not present, the President may delegate this responsibility to another member.

CONTACT AN ATTORNEY. Your chapter should secure the services of an attorney available for consultation at any time. Locate a Pi Kappa Alpha member who is an attorney and have an agreement regarding legal services that your chapter might require. If your chapter is unable to secure the services of a member, then make arrangements with another attorney should such services be needed. The attorney should agree in writing to represent the chapter upon notification by the President of any emergency.

HOW TO HANDLE THE PRESS. If the press should contact the chapter, only the President or the Chapter Advisor should speak for the chapter. School officials or alumni members may be of assistance in preparing a written statement. If needed, **DO NOT** release any names until the International Fraternity headquarters or school administrative officials have advised the chapter. The Chapter Risk Awareness Chairman should be responsible for making videotapes of any television news reports and obtaining copies of all newspaper articles, together with any other pertinent written reports.

SERIOUS INJURY OR DEATH OF A MEMBER

NOTIFICATION OF PARENTS. Do not notify the parents. In the event of a serious injury or death, police or school administrators, who are trained to deal with such events, will notify the family. Your chapter should always maintain a file on each member with parent or next of kin information available for the proper authorities. The President should contact the family after they have been appropriately notified in order to express the concerns of the chapter.

SAFEKEEPING OF PERSONAL PROPERTY. In the event of the death of a member who lives in the fraternity house, do not remove any personal items from the room. Do not let chapter members enter the room. Temporarily, move the roommate to another room in the house. Allow only authorized personnel to

enter the room. Lock the door. Seek the advice of the member's family with regard to the member's belongings, have empty boxes available and offer to help. Likewise, understand this is a very difficult time for the member's family, and they may want some privacy.

ATTENDANCE AT FUNERAL. Members attendance at the funeral or memorial service should be coordinated with the mortuary and family. Along with your chapter advisor or the family's clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.

VISITATION OF AN ILL MEMBER. In the case of serious injury or illness, contact the member's family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the member might insist on more visits.

INTERNATIONAL FRATERNITY INVESTIGATION. In many instances, the International Fraternity will conduct its own investigation of the incident. If a International representative conducts an on campus investigation, please have available all videotapes, newspaper articles, press releases, written reports from school administration officials and the police department.

COORDINATED EFFORTS WITH SCHOOL ADMINISTRATORS. Always remember to work closely with the school administration in handling any crisis situation. Seek advice and counsel from the Coordinator of Greek Organizations and the Dean of Students' Office. School administrators are always available for member counseling and assistance. Utilize the services of the school's counseling center for individual and group counseling, which is always recommended following any crisis situation.

FOLLOW UP ANALYSIS. Following the management of the crisis situation, review the activities and efforts of the chapter and make an analysis of how the situation was handled. Make written recommendations as to how a similar situation might be handled were one to occur in the future.

For further information, contact

Raymond L. Orians
Executive Vice President
Pi Kappa Alpha Fraternity
(901) 748-1868

Appendix X

Chapter House Self Inspection Form

The following form may be used in conducting chapter house safety inspections. Remember, though that these forms are only useful if (1) they are customized to your local situation, (2) you actually use the form completely and (3) if you follow-up on deficiencies you identify. Time periods in parentheses indicate how often this item should be inspected. Keep these inspection forms on file in the chapter house.

Physical facilities - Fire safety	Yes	N/A	No
Exit doors:			
Open outward.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-closing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipped with panic hardware.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers:			
Accessible.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected at least annually.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Detectors present & working (Tested Monthly).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exit signs:			
Lighted.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Located at all emergency exits.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire escapes are clear of obstructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire drills held (Semi-Annually).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm systems (Tested Annually).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gasoline and other dangerous combustibles not stored in building.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords (where legal) in good repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler system functioning (Tested at least every four years).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical facility - Kitchen and dining facilities

Kitchen cooking units covered by hood.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease filters cleaned (At Least Weekly).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic fire extinguishing system for stove hood functioning (Semi-annual).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen clean & well maintained (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical facility - Maintenance and sanitation

Floors clean & well maintained (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attic clean/locked (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage room clean/locked (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash removed (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grounds well maintained (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General housekeeping adequate (Daily).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical facility - Stairways and stairwells

- Lighting for stairs adequate
- Emergency lighting for stairs
- Handrails in place and secure
- Enclosed stairways clear of obstructions.....

Physical facility - Electrical and mechanical

- Boiler room clean/locked (Daily)
- Boiler/furnace inspected (Annually)
- Clearly identified furnace, water heater and boiler
gauges and emergency shut-off switches function
- Fuses - proper sizes and specs
- Panel boards/switchboxes clean & marked

Miscellaneous

- Swimming pool fenced & marked for safety.....
- Floating Life Preserver device near pool.....
- Emergency phone numbers posted by all phones.....

Appendix XI

Definition of the Relationship Between The Pi Kappa Alpha Fraternity and The Chapters of The Pi Kappa Alpha Fraternity

INTRODUCTION

This document has been composed to help both The Pi Kappa Alpha Fraternity and its chapters understand the relationship, which exists between The Fraternity and the chapters. The Fraternity recognizes the value of students who are motivated by the commonly expressed need for belonging - to advance the educational interests of its members, to promote leadership development and to make, maintain and uphold a high standard of life, happiness and integrity for its members by uniting them in closer bonds of friendship and brotherly union.

The growth of the national organization came about when the first chapter established a second chapter, and the undergraduates served as the entire general fraternity organization, sharing their common beliefs through rituals and purposes, and issuing charters and permission to use a common name, Pi Kappa Alpha. In time, these students determined there should be volunteer leaders and advisors, and staff, to knit the individual chapters together, and that there should be a permanent, staffed administrative office to promote the purposes of The Fraternity and to encourage achievement.

Presented here is the meaning and non-meaning of each chapter's charter and power to initiate members into The Fraternity; the scope and responsibility of The Fraternity's services; and the other benefits and structure of The Fraternity. The Pi Kappa Alpha Fraternity, the national organization, is referred to as "The Fraternity" throughout this document and the Chapter is referred to as "The Chapter".

1. The Charter and Initiation of members into The Fraternity. What it means.

When the Chapter receives its Charter from The Fraternity, it is granted the right to use the exclusive name, nicknames, logos and insignia of The Fraternity on the Chapter house, and in references to each member, and the Chapter. The Fraternity grants the Chapter the right to pledge and initiate members into The Fraternity, on the condition that they meet the requisite conditions of membership and that the prescribed ritual and other provisions of the Constitution and By-Laws of The Fraternity are met, which include payment of the appropriate fees for pledging and initiation and thereafter annual dues.

The Chapter functions as a group. Specifically, the Chapter is an unincorporated association under the law of the state where it is located. The Chapter selects its own officers, assesses dues, operates a chapter house if necessary, selects new pledges, initiates members, encourage fellowship, promotes education, participates as teams in intramural athletics, participates in campus and Interfraternity programs, sponsors candidates for school offices, enjoys social events and sends delegates to the National Convention, Regional Leadership Conference and other seminars. The Chapter operates its own organization on a day to day basis and is responsible for compliance with all applicable rules and regulations of the college or university where it is located and with all applicable laws of the various governmental bodies, local, state and federal.

1 (a). The Charter and Initiation. What is not meant.

The right to use The Fraternity name, logo and insignia does not give the Chapter or any member the right to sell or re-license the use of the logo or the insignia or the name to third parties, to use the name in any manner which is detrimental to The Fraternity, or to bind The Fraternity to any agreements or obligations of any nature whatsoever. The Chapter is given a specific chapter name upon chartering and should always use that chapter name (i.e. Chapter of The Pi Kappa Alpha Fraternity) when entering into agreements or in its correspondence. The Chapter should avoid any implication that it has any authority to speak for or to obligate The Fraternity, unless the Chapter receives specific prior written approval.

Furthermore, the right to pledge and initiate members does not extend any authorization to commit any hazing of pledges as a condition of membership or similar activity with the initiation, or to conduct any activity whatsoever in connection with the events of pledging, initiation, or otherwise, such as drinking celebrations or similar events. If those events occur, they are done without authority and against The Fraternity's By-Laws and could subject the Chapter to loss of its Charter. However, withholding of this authority in connection with initiation, for example, does not mean that the Chapter is prohibited from conducting an appropriate function in recognition of the event, such as a post-initiation banquet which is done in keeping with all applicable laws, rules and regulations of the municipality, state and school where the Chapter is located.

The fact that a Charter has been issued and The Fraternity allows the use of its name as a Chapter does not mean that The Fraternity obligates itself to operate the Chapter or to supervise or discharge the separate rights and obligations which the Chapter has as its own entity. The Chapter and its members have the sole responsibility to govern its own actions. The success of the Chapter is generally attributable to how well its members carry out their rights and obligations.

2. The Fraternity's services. Their scope and availability.

The Fraternity offers the Chapter access to a multitude of services, programs and assistance dealing with virtually every aspect of undergraduate group living and campus life. These services include:

- A. Advice and suggestions on such practical matters as the operation and management of the Chapter house, recommended Chapter house safety programs, and the management of the Chapter finances and kitchen operations.
- B. Membership education programs, Chapter officer leadership seminars and other self-development programs.
- C. Guidelines for the Chapter's initial organization with suggested By-Laws, which contain alternatives for the Chapter's decision and use.
- D. Access to educational resources, including brochures and videotapes and assistance in obtaining speakers.
- E. Chapter consultants who are available to talk and correspond with Chapter officers about questions in the areas of Chapter administration and any problems or concerns. In addition, the chapter consultants will visit the Chapter periodically, and will observe and make evaluations and recommendations during and after each visit. The chapter consultant can meet with the college staff and can offer assistance to the college staff in implementing any suggestions and recommendations for the Chapter.
- F. Staff assistance in the initial recruitment of prospective members for a new Chapter and additional assistance in the Chapter's on-going recruitment efforts.

The Fraternity believes in education and is committed to the proposition that self-management as an active Chapter will give its members the opportunity to broaden and expand the classroom education. The Fraternity urges the Chapter officers and leaders, in turn, to utilize the materials and information, which they received to continue the education of the Chapter members. The Fraternity views the self-management requirements and techniques which are experienced first hand as a Chapter as an on-going exercise which should help prepare the members for their remaining adult lives. The Fraternity advocates adherence to its ideals which, when combined with the Chapter's and its members' acceptance of responsibility, can enable the Chapter and its members to develop a lifelong pattern of setting and achieving goals.

2 (a). The Fraternity's services. What is not meant.

The assistance, which The Fraternity provides the Chapter in the form of guidelines, recommendations and suggestions, should not be misinterpreted. Although every Chapter functions as a component of the entire Fraternity, The Fraternity recognizes that each Chapter is viewed as an unincorporated association under the law of the state where it is located and, as such, the Chapter is a separate legal entity and its members are individuals who are solely responsible for their own behavior and who are required to abide by the law and all applicable rules and regulations from the respective colleges and universities. The Fraternity further recognizes that it is a Tennessee nonprofit corporation with its sole office in Memphis, Tennessee. The Fraternity does not tell or instruct the Chapter how it must operate the Chapter, its members' activities or its house. The Fraternity does not seek to exercise any control over the Chapter or its members as they go about their day-to-day lives as students whose primary goal is to obtain an education at a particular school. The Chapter's association with The Fraternity is secondary to the educational purpose, yet the Chapter may serve as a focal point of the everyday lives of its members. The Chapter is an organized group. Part of the benefit from the experience, which the members of the Chapter will receive, is the appreciation of the fact that they have both the right and the obligation to operate as an autonomous entity. The experience of learning to bear responsibility for one's actions should be one of the most rewarding and beneficial events of undergraduate training. The Fraternity does not undertake to assume responsibility for actions or conduct of the Chapter or its members. The Chapter and its members are subject to and are expected to comply with laws, rules and regulations of the school, the local municipality, the state and the federal government.

The Fraternity does not, and cannot, oversee, monitor or control the Chapter's activities and it does not and cannot undertake any duty to see that the Chapter abides by the law or the school's regulations. If the Chapter or its members violate the law or the rules and regulations of the host school or The Fraternity, the Chapter runs the risk that The Fraternity will exercise its rights to terminate the charter or to terminate the individual's membership. The responsibility to avoid these violations is the Chapter's and each of its members.

3. The Fraternity's other benefits and structure. A description and meaning.

In addition to offering the Chapter access to The Fraternity's services, programs and assistance in dealing with the undergraduate Chapter experience, the chapter and its members have access to other benefits of The Fraternity. These include:

- A. Receipt of The Fraternity's quarterly publication, the "Shield and Diamond".
- B. Assistance in alumni association organization and operations.
- C. Awards and recognition of Chapters for achievement in campus leadership, scholarship, intramural athletics and overall performance.

- D. Sponsoring regional leadership conferences for undergraduate student leaders and interested alumni and other advisors to the Chapters.
- E. Assistance in developing community service programs in public relations.
- F. Guidance in selection and consultation with various advisors, including alumni advisors, resident advisors and faculty advisor.
- G. Assistance by providing forms for the various membership and financial reports which the Chapter is required to submit to The Fraternity as a condition of maintaining the Chapter's charter.
- H. Service as a historical archive for the storing of the Chapter's documents.
- I. Assistance to the Chapter and its alumni and other interested persons to obtain housing, including an opportunity for loans which meet prudent business standards.
- J. Guidance to the Chapter's members in applying for educational grants and scholarships, subject to availability.

The Chapters and its members govern the Fraternity. The Chapters, represented by delegates, attend The Fraternity Convention held every other year. The delegates vote in their representative capacity to select national officers, enact legislation, and approve amendments to the Constitution and By-Laws. The staff through The Fraternity's headquarters in Memphis, Tennessee provides the services and benefits of The Fraternity. That headquarters serves as a "clearinghouse" for the administration of The Fraternity and for the implementation of the actions taken by the Conventions and the elected officers of The Fraternity which result in the various services and benefits being offered to the Chapters and the members.

3 (a). The Fraternity's other benefits and structure. What is not meant.

The Fraternity's assistance to the Chapter in all of these areas stems from its commitment to assist the Chapter as an active chapter in various ways. The Fraternity obviously cannot guarantee that the Chapter will be a success or that any Chapter or member will qualify for all benefits or that any particular benefits will be available at all times. The Fraternity desires that the Chapter fully understand the proper relationship between the Chapter and The Fraternity. The Fraternity stands ready to assist the Chapter in certain ways as previously outlined. However, the Chapter will have many other needs in its day to day experience as an organization where The Fraternity is not able to render the assistance as may be needed. For example, only the Chapter has the power to conduct its internal elections of officers, to set its budget, to perform social planning, to set the Chapter's dues and assessments, to perform house maintenance and operations, to run the kitchen, or to conduct any of the other aspects of the Chapter's day to day management and life. The Fraternity does not have this authority and does not exercise any of these powers. The Fraternity does not become involved in the Chapter's legal affairs, such as the violations of school, local, state and federal rules or regulations by a school or suits by purveyors to collect bills, two of many possible examples. Handling of those types of decisions and matters are part of the Chapter and its members' maturation process and of the total undergraduate experience. The Fraternity does stand ready to provide advice, suggestions, and recommendations to the Chapter in response to such problems, but the responsibility and decision are the Chapter's. The Fraternity serves an important function in assisting the parents, families, schools, churches, student organizations, and other support groups in giving the Chapter and its members an opportunity for a richer and more complete undergraduate experience because of their affiliation with The Fraternity.

The emphasis is to encourage and assist the Chapter's members in their collective experience as a Chapter. The Fraternity makes suggestions and recommendations, and furnishes the Chapter with ideas,

which have shown to be helpful through experience in similar situations. The Fraternity desires to help the Chapter in the implementation of scholarship, leadership, social, civic and athletic programs.

4. The Fraternity's help to the Chapter in difficult times. What it means.

A chapter might experience problem areas from time to time, which could threaten its existence. Examples of these problems are low membership, poor financial or other types of management, or even instances of conduct, which violate school rules or the law, or the Standards of The Fraternity. The Fraternity wants to remind the Chapter that certain activities, such as hazing, alcohol or drug abuse or violation of any applicable statute, regulation or law regarding the same; sexual abuse or commission of crimes or violation of school rules and regulations or statutes and ordinances of the city, county or state where the Chapter is located; or violation of federal law can result in the loss of the Chapter's charter and the loss of membership for the responsible individuals. The Chapter is also advised that a loss of the Chapter's charter automatically places all undergraduate members on alumni status. In some cases, representatives of The Fraternity might visit the campus to determine which of the undergraduate members on alumni status will be asked to form the nucleus of a reestablished Chapter at the school with the emphasis upon obtaining a cohesive group which best reflects the ideals of The Fraternity and the best interests of The Chapter for the future. This does not amount to an investigation of the past problems, but rather deals in solutions for the future. The Fraternity retains the right to advise the Chapter that its charter is in jeopardy and to suspend the Chapter's charter or to make certain conditions or goals for the Chapter to achieve as a condition of retaining its charter, or removing the suspension or reactivating the Chapter. The assistance The Fraternity offers in solving the Chapter's problems remains available in its sole discretion. The Fraternity reserves the right to determine when the chapter needs help or that the Chapter may need help from sources other than from The Fraternity or that the Chapter is beyond help. In short, The Fraternity retains the right, as explained in the Constitution and By-Laws, to suspend or revoke the Chapter's charter. This forms the fundamental basis of the relationship between The Fraternity and the Chapters. That is, The Fraternity renders assistance in a variety of areas and reserves the right to suspend or terminate the relationship. In between, the rest is up to the Chapter.

4 (a). The Fraternity's help to the Chapter in difficult times. What is not meant.

The Fraternity desires that the Chapter understand and appreciate that its assistance to a troubled Chapter does not mean that The Fraternity will conduct its rush activities, or make its pledging or initiation decisions. The Fraternity will give the chapter advice in this regard and reserves the right, but not the obligation, to assist the Chapter in the conduct of rush or pledging activities. However, The Fraternity wishes to emphasize that these activities remain the Chapter's responsibility and decision. Furthermore, the Chapter should understand and appreciate that The Fraternity does not conduct the operation of the Chapter's financial transactions or social functions, nor does it inspect the Chapter house. For example, The Fraternity does not prepare leases with the Chapter's landlord or leases to the Chapter's undergraduate students. The Fraternity does not run the Chapter's kitchen, pay its rent, or collect its rent, and The Fraternity does not oversee that the Chapter complies with the school's rules and regulations or any applicable law. The Fraternity does not organize or pre-approve social functions. Even if The Fraternity desired to perform these actions, it does not have the authority, budget, personnel or time to attempt such a mammoth undertaking, even with a few troubled Chapters. If the Chapter needs help and The Fraternity offers assistance through recommendations and guidelines, please remember that the decisions and responsibility for any Chapter's success lies ultimately with the Chapter and its members.

There are numerous other examples of what The Fraternity does not do, which examples can be summed up by saying: "The Fraternity does not control the Chapter or its members or their activities; however, if the Chapter violates the Constitution or By-Laws or any applicable laws, rules or regulations from the school or any government agency, The Fraternity retains the right to suspend or revoke the Charter, in the case of the Chapter, or to suspend or revoke membership, in the case of an individual."

CONCLUSION

The Chapter and its members are very important to The Fraternity. This Relationship Statement should clarify how the Chapter and its members relate to The Fraternity. It is designed to help the Chapter help itself. The Fraternity stands ready to assist the Chapter in every way possible.

November 17, 1990

Appendix XII

Definition of the Relationship Between The Chapters of the Pi Kappa Alpha Fraternity and The Members of the Chapter

INTRODUCTION

This document has been composed to help both the Pi Kappa Alpha Fraternity and its Chapters and its members understand the relationship, which exists between and among the Chapters of the Fraternity and members of the various Chapters. The Fraternity recognizes the value of students who are motivated by the commonly expressed need for belonging - students who want to advance their educational interests and to promote leadership development and to make, maintain and uphold a high standard of life, happiness and integrity by uniting them in closer bonds of friendship and brotherly union.

The growth of The Pi Kappa Alpha Fraternity came about when the first Chapter established a second Chapter, and the undergraduates served as the entire general Fraternity organization, sharing their common beliefs through rituals and purposes, and issuing charters and permission to use a common name, Pi Kappa Alpha. In time, these students determined there should be volunteer leaders and advisors, and staff, who knit the individual Chapters together in a non-profit organization, and that there should be a permanently staffed administrative office for the purpose of promoting the purposes of the Fraternity and to administer to its needs and to encourage student undergraduate achievement.

The inherent value of the Fraternity lies in the willingness of its individual members to achieve the goals of the Fraternity, which are idealistic and worthy. Presented here is the meaning and non-meaning of each Chapter's power to initiate members into the Fraternity; the relationship of the member to the Chapter; the function and scope of the Chapter's activities and the basic rights and responsibilities between and among the Chapter and its members.

1. The Initiation of a Member by a Chapter into the Fraternity - The Member's Privileges and Obligations

When a Chapter initiates a member into the Fraternity, the member is granted the right to call himself an initiated member of the Fraternity and to wear and to display the distinctive Fraternity logos and insignia on a personal basis. An initiated member becomes entitled to participate in membership meetings, to participate in authorized Chapter functions, to use, in a proper manner, the facilities and premises which belong to or are occupied by the Chapter, to engage in brotherly fellowship and discourse with other members; and, in general, to participate as a member in an unincorporated association of the law of the state where located. The exercise of these rights of a member of a Chapter carries with it the responsibility and obligation to maintain his membership in the Chapter in good standing. Good standing generally means that the member has fulfilled his financial obligation for dues or other expenses to the Chapter and has not created any problem for the Chapter, such as through the violation of any Chapter policies or similar matters. Thus, the failure to maintain good standing could result from a failure to achieve, for example, a certain grade point average as a student. Maintenance of active undergraduate student status is a requirement of being a member of a Chapter in good standing. A student who drops out of school after having been initiated will remain a member of the Fraternity and will remain an initiate of a particular Chapter, but the ex-student will no longer be deemed an active member of his Chapter and will automatically be placed on alumni status with the Fraternity, as opposed to undergraduate active status.

The Chapter functions as a group composed of undergraduate students. Specifically, the Chapter is an unincorporated association under the laws of the state where it is located. The Chapter, acting through its

own duly constituted procedures and pursuant to the actions of its members functioning as a group, selects its own officers, assesses dues, operates a Chapter house or meeting facility, selects pledges and initiates new members. Other activities in which Chapters engage are to promote fellowship, promote education, participate as teams in intramural athletics, participate in campus and Interfraternity programs, sponsor candidates for school officers, conduct social events and send delegates to national conventions, regional leadership conferences and other seminars. The Chapter operates its own organization on a day-to-day basis and is responsible for compliance with all applicable rules and regulations of the college or university where it is located and with all applicable laws of the various governmental bodies, local, state, and federal.

(a) Initiation of a Member. What is not meant.

The initiation of a member does not give the member the right to sell or license the use of the Fraternity logo or its insignia or its name to third parties or to use the name in any commercial or other manner which is detrimental to the Fraternity or to the Chapter or to bind the Fraternity or the Chapter to any agreements or obligations of any nature whatsoever. The fact of initiation into membership does not make the member an authorized agent, employee, servant (as that term is used in the representative of the Chapter or a person whose conduct the Chapter be legally responsible.

The Chapter is not given any right of control over a member's day-to-day activities by initiation or otherwise. The Chapter does not assert any right of control over the member's day-to-day activities. The Chapter acquires no inherent right to punish a member by virtue of initiation.

However, the Chapter does retain the right to stipulate standards, which the member must perform or abide by as a condition of retaining his membership with the Chapter, sanctions for violating standards or failing to meet the same may be, is loss or suspension of membership. A Chapter retains the basic right, based upon the member's commitment to remain in good standing, to suspend or terminate the active relationship and membership of the member in the Chapter or to stipulate certain conditions which the member must meet to keep his membership with the Chapter, such as fines, community work, or loss of certain privileges. (This list is meant to give examples and is not meant to be exclusive.) This is a similar right which all unincorporated associations inherently retain which is to set standards, policies, rules and/or guidelines regarding membership and what is needed to stay in good standing to retain membership in that unincorporated association. Simply stated, the Chapter retains the right to terminate a member's association with the Chapter. This is a right, which is inherent in all unincorporated associations and exists separate and apart from the fact that a member may have been initiated into the Pi Kappa Alpha Fraternity.

Different Chapters have different guidelines and standards whereby a member may fall out of good standing, and each Chapter is left to decide and evaluate when those situations and circumstances occur. Chapters have the right, but not the obligation, to propose to the Fraternity that a member be suspended and expelled from the Fraternity itself. In so doing, the Chapter must comply, in line with its charter commitment to the Fraternity, with the constitution and bylaws of the Fraternity. (The final decision on expelling a member from the Fraternity, as opposed to expulsion from a Chapter, can only be made by the Supreme Council of the Fraternity). Beyond that, the establishment of the criteria for maintaining good standing rests with the Chapter and the policies and procedures of its membership.

2. Authorized Chapter Functions - Their Scope and Meaning.

As discussed earlier, the Chapter might engage in a number of activities and functions, which are duly authorized and engaged in by the Chapter, acting as a group. Among these activities might be the maintenance of a facility or premises used by the Chapter for meetings, scholarship, dining, residence, social events and as a place for members to congregate. The Chapter might engage, as a group, in the fielding of an intramural athletic team. The Chapter might hold, as a group, social events. The Chapter, as a group, might engage in rush functions whereby prospective members are met and entertained and selected. The Chapter, as a group, might engage in a project for the benefit of the community.

When the Chapter acts in an authorized capacity, such actions are approved by the membership through its established procedures. Usually, unincorporated associations such as Chapters will hold regular meetings at which the matters involving Chapter functions, activities, expenses and similar matters are discussed and voted upon and approved or disapproved, as the case may be.

As with any organization, the administrative details and the executive details of carrying out the Chapter functions fall to officers who are elected by members. These officers become vested with certain limited and restricted powers and responsibilities by virtue of their position.

However, the undergraduate students who are elected to become officers only those powers and responsibilities, which are necessary to carry out the policies and procedures of the Chapters. It should be noted that these students do not become official spokesmen or agent for the Chapter, except in a limited degree, and then only to the extent which falls within their specific duties.

Stated another way, the Chapter officers are undergraduate students whose primary purpose is the pursuit of their education and their degree who have incidental duties in carrying out certain Chapter functions. However, Chapter officers only function as Chapter officers in a limited scope of their daily lives and not as Chapter officers in everything they do. Thus, an act by a member who is a Chapter officer is not an act on behalf of the Chapter unless it is done in the member's capacity as an officer and within the authority of that office.

2. (a) What is not an Authorized Chapter Function and Other Misconceptions.

As discussed earlier, the fact that an undergraduate student is initiated as a member of a Chapter does not make the member an agent, employee, servant or a representative of the Chapter who is entitled to speak for the Chapter or whose conduct is authorized by the Chapter or for whose conduct the Chapter becomes legally liable. Before a member has any authority to speak for the Chapter or to conduct any activity on behalf of the Chapter, the Chapter should give that individual specific, explicit, and unambiguous responsibility and authority to carry out some part of a duly authorized Chapter function. Even when the Chapter or a Chapter officer asks a member to perform a task on behalf of the Chapter, the member does not become the employee or servant of the Chapter, but only, for that limited purpose, an agent of the Chapter. Furthermore, when a member volunteers to do a specific task for the Chapter and the Chapter expects the volunteer to perform the task in a proper manner, the Chapter does not thereby gain any right of control over how that activity is to be performed by the member/volunteer, and the Chapter will not be liable to third persons for the manner in which the member performs that task. Should the member perform that task in a negligent capacity or in an intentional capacity, the Chapter would not be liable to that third person because the Chapter has not made the volunteer its servant or employee.

Similarly, a member who is elected to serve in the capacity as a Chapter Officer is given only a limited degree of authority to act on behalf of the Chapter under limited times and circumstances. Unless and until the Chapter Officer is placed in circumstances where he is authorized to act in his capacity as officer on behalf of the Chapter, that student is not an agent, employee, servant or representative of the Chapter.

Furthermore, the actions of a Chapter Officer do not bind the Chapter and are not attributable to the Chapter until and unless circumstances under which the Officer was functioning are those in which the individual was authorized to undertake in such capacity as a Chapter Officer.

In addition to the above points regarding the conduct of individual members or members who have been elected to Chapter office, it should be further understood that any conduct by one or more Chapter members does not constitute an action authorized on behalf of the Chapter unless it is done in pursuit of any activity which has been duly authorized by the Chapter through its proper procedures or, in the case of an officer, the action by the officer is in furtherance of a specific task which the officer is authorized to perform on behalf of the Chapter

There is no implication that the conduct of, for example, three students who happen to be members of a Chapter is an authorized activity by the Chapter merely because of the fact that all three are members of the Chapter or by the fact that all three are acting together. This distinction is particularly important because of the exuberance, which some undergraduate students might display, in their personal conduct due to their particular personalities.

It is important to note that a Chapter, merely by initiating one or more members, does not endorse or authorize or condone or sponsor or pre-approve or sanction the infinite variety of daily conduct or personal activities in which those students may engage. This is a point which is readily accepted on college campuses when it is applied to student organizations in general, such as political groups like the Young Republicans or Young Democrats or church groups, such as the Baptist Student Union or the Newman Club or even to groups of students who are on athletic or academic teams, such as the basketball or debating team.

Unfortunately, for no logical reason, when one or more members of a Chapter perform an activity on a college campus, particularly an aberrational activity, the conclusion is often reached, particularly by those who do not think or analyze the situation, that the Chapter was engaged in the activity, whereas the same conclusion is not drawn if one or more students happen to be members of a particular church group or an athletic team engaged in the very same activity.

To demonstrate this point, suppose three students who are members of a Chapter of Pi Kappa Alpha are also members of the Young Republicans Club and the Baptist Student Union, and are on the basketball team and are good friends because of their several common activities and interests. Suppose these three individuals ride through town hurting rotten eggs onto other automobiles as an adolescent stunt. This aberrational activity is no more an authorized activity of the Chapter of Pi Kappa Alpha than it is an authorized activity of the Young Republicans Club or the Baptist Student Union or the basketball team or the University. Of course, the situation would be different if the Young Republicans or the Baptist Student Union or the basketball team and its coach or the Chapter had met and discussed and approved and authorized this egg-throwing activity. Then, the particular groups, which had met and discussed and approved and authorized the activity, should be deemed responsible.

The illustration can be expanded by adding an additional fact. Suppose the driver of the vehicle was the duly elected president of The Young Republicans, and the president of the Baptist Student Union, and the captain of the basketball team and the president of the Chapter. Certainly, no one could say that an egg-throwing activity was in furtherance of the purpose for which those organizations exist. Furthermore, absent specific authorization, no one should say that the driver of that vehicle was acting in the capacity of president of the Young Republicans or as president of the Baptist Student Union or as captain of the basketball team or as the Chapter President of the Chapter when he threw eggs or assisted his two friends in throwing eggs.

This basic point applies to all conduct, which involves one or more undergraduates who are members of a Chapter.

For example, if one or more members who reside in an apartment (on or off campus) engage in misconduct, there is no basis for that misconduct to be attributed to the Chapter or to the school or the landlord or to any other organization to which the students belong, absent specific and unequivocal approval by that group. Likewise, if that same misconduct occurs in a room rented at the Chapter house by those same students, there is no basis to attribute that misconduct to the Chapter or to the school or to any other organization or to the landlord without specific and unequivocal approval by that group.

3. The Concept of Personal Responsibility and Self Discipline for Members

One of the important goals of the Pi Kappa Alpha Fraternity is that the undergraduate's initiation into the brotherhood and participation in the fellowship of a Chapter carries with it the opportunity to enhance the undergraduate's total education experience beyond the academic and into the realm of learning to accept personal responsibility and to learn how to live and interact with others. In short, the college experience is to continue preparation for the student's adult life, both in learning academic skills and acquiring and developing interpersonal skills.

In this respect, the Fraternity believes that the Chapters serve an important function in the overall education and development of an undergraduate student and that the Chapters assist the student's parents, families, school faculty, school staff, other peer groups, churches, other students, student organizations and interested persons in contributing to a student's educational and overall learning experience.

One of the cornerstones of this foundation is that undergraduate members of the Chapters should realize that, even with the assistance from these support groups, only the undergraduate student can attend the class a studies an and pass the tests to obtain the requisite academic education and, similarly, only the student can learn to appreciate and to contribute to the fellowship and brotherhood, to enjoy the social experience, to follow responsible behavior, to develop good work habits and a pattern of setting and achieving goals, to meet deadlines, to bear responsibilities, to function as a contributing member in the world about him, and in general, to become a better person. No one can do that for the undergraduate student but the student, himself. In other words, the Fraternity is based upon Chapter expects self-discipline from its members.

The undergraduate member has the choice to participate, in varying ways, in a number of activities available to him as an undergraduate student. His activities are not controlled. The Fraternity and the Chapter set worthy goals, but do not take any duty of prevention enforcement The Chapter does not undertake any duty to prevent aberrational personal conduct of students who are members of the Chapter. Neither the school nor the Chapter nor the Chapter Officers to control the student's As far as the student's conduct is concerned, both the school and the Chapter expect that the student would obey any and all applicable laws and regulations of the school and of the municipality and community where the school is located, and any other applicable laws, including those of the United States.

Should any of those laws, rules or regulations be violated by an individual member or members, the responsibility and accountability lies solely with that member or members. The Chapter does not assume any duties of a police force or to prevent individuals from breaking laws or rules or regulations or other conduct, which harms other people or their property.

The recognition of the general possibility that one or more of the many individual members of a Chapter or of the student body could conceivably violate a law or rule or regulation does not constitute notice to the Chapter that such will occur or is likely to occur. Rather, it is recognition that, in the human experience, from time to time, it is possible that some individuals might conduct themselves in ways, which might violate laws, rules, and regulations and/or harm others or their property. Such behavior is beyond the scope of any authorized its members on behalf of the Chapter Officers.

3. (a) Member's Conduct and Personal Responsibility. What is not meant.

As discussed above from several different perspectives, the individual conduct of one or more members does not constitute an authorized activity or an endeavor on behalf of a Chapter or its Officers. Instead of all actions of a member being assumed to be on behalf of the Chapter unless shown otherwise, the reverse is actually the case. All actions of a member of a Chapter are solely the individual act of the member, unless and until it is established affirmatively that such individual was acting upon due authority of a Chapter or, for that matter, any other student organization of the school, and, even under those circumstances, the Chapter or the student organization or the school should not be responsible for any improper conduct of the activity unless it can be demonstrated or shown affirmatively that the Chapter had designated the member as an employee or servant who was subject to the asserted right of control of the Chapter or the other student organization, as that term is used to denote legal responsibility for the harm done by others to third parties.

There are a number of rules and regulations of the Fraternity, which the Chapter has agreed to abide by, and which the initiated member has also agreed to abide by or to not violate. Some of these are hazing, abuse of alcohol and sexual misconduct. This list is not meant to be exhaustive, but illustrative. Any time that a member participates in the violation of any of those rules, that member cannot be performing an authorized function of the Chapter because such functions and activities are explicitly and specifically prohibited and unauthorized.

Similarly, the fact that such an unauthorized, aberrational act may occur at a Chapter house facility or during the time and scope of a Chapter activity, such as a social function, does not cancel the prohibition or convert the automatic prohibition into acceptance by tolerance or by implication or otherwise. Any such activities are prohibited and cannot be authorized by a Chapter Officer or by a Chapter vote or by implication or failure to take action to prevent such activity. Any attempt at authorization, either direct or indirect or by implication, is beyond the scope and authority of a Chapter Officer or Member, and no Chapter can be organized for any of the prohibited purposes or activities because such activities are, by their very nature, unauthorized and beyond the scope of appropriate group purpose or activity. Should a member or members be found to have violated any of such prohibitions or rules, those members solely on their own behalf and not those members would have acted as any representative, agent, employee, or servant of the Chapter.

Another example of where members' conduct cannot be deemed to be engaged in as an agent, employee, servant or representative of a Chapter or of the Fraternity is in connection with altercations. By their nature, altercations usually stem from individual disagreements.

The fact that an individual disagreement occurs on the grounds of a Chapter premises or during the time and scope of a Chapter function do not make the individual participants agents, employees, servants or representatives of the Chapter and any individuals who engage in altercations shall be deemed to be doing so strictly on an individual basis and not as an agent, servant, employee or other representative of the Chapter or of the Fraternity.

Another example of where a member's conduct, acting individually or with one or more other persons, which cannot be deemed to be done as an agent, employee, servant or representative of the Chapter or of the Fraternity is where there are violations of any school regulation or the law of any municipality, state or federal government or duly constituted regulatory agency, because it is the policy of all Chapters and the Fraternity for all members to obey all laws at all times and to avoid harming others or their property, and there is no authority to do otherwise.

At the same time, the Chapter expects all members to abide by its rules and regulations through self-discipline, and the Chapter and its officers and members do not undertake any duty to prevent one or more individuals from violating laws, rules, regulations or harming others or their property. The Chapter does not stand in any form of parental or control relationship whatsoever with students who are members. If

a member were to engage in any conduct, which violated the law or harmed anyone or anyone's property, then that member would automatically be outside the scope of any authority, which they could have otherwise possessed.

4. Assisting the Troubled Member. What it means.

From time to time, one or more members of Chapter may jeopardize their good standing with their Chapter and become subject to the loss of their privilege of association with the Chapter or even subject to recommendations of expulsion by the Fraternity due to violations of laws, rules, regulations or otherwise. A natural tendency of this person's friends in the Chapter might often be to help the person cure whatever problem is involved. This may extend to finding out the cause of the problem, the facts and circumstances of the problem and to assist the person in curing or solving the problem or to prevent a recurrence of the problem. These are typical acts of human kindness and friendship. When assistance by one or more members to another member occurs, it is not because such assistance is mandated by the Chapter or the Fraternity. These are the kinds of things, which are not mandated, but naturally flow from the human experience. It is not part of the rules and regulations of the Fraternity or the Chapter, because they cannot control one's behavior and have no right of control over the individual's decisions. Notwithstanding that clarification, assistance to these friends who are in a time of need is a valuable and worthwhile trait.

4(a) Assistance to Members - What it does not mean.

When members render help to other members for personal problems, such help, which can vary from direct assistance to understanding and sympathy, with degrees in between, does not amount to any ratification, condemnation, condonation, disapproval, approval or authorization of such conduct by the Chapter or by the Fraternity. Likewise, any attempt by the Chapter or members to determine the facts and circumstances surrounding the problem or the other does not amount to any acknowledgement of responsibility by the Chapter or the other members for the problem, but only a desire to assist in solving the problem. Furthermore, such actions do not amount to any undertaking of a responsibility to solve the problem, but only reflect a desire to render assistance. The ultimate responsibility for the cause and solution of the student's problem remains that of the individual perpetrator and not that of the Chapter.

Examples of this subject are numerous. A student who becomes intoxicated and is arrested has broken the law. Members may try to render assistance to him such as bail or may try to assist him in providing a defense, but that does not make those individual acts of kindness and friendship an authorized Chapter function nor does it indicate approval by the Chapter of a violation of the alcohol policy. The same principles apply to an individual member or members who are charged with violating statutes against hazing or the Fraternity's rules against hazing or statutes against sexual abuse or the Fraternity's rules against sexual abuse: those actions remain individual aberrational misconduct which cannot be a purpose or function of the Chapter. The Chapter, while prohibiting such conduct, does not undertake any duty to police or prevent such conduct from occurring.

Another point should be made regarding the response by the Chapter or even the Fraternity to a member who is accused of a crime or a serious violation of the Chapter or Fraternity regulations, such as hazing, alcohol abuse or sexual abuse where someone has been injured. While the Fraternity and the Chapters are not federal or state agencies and as such, are not subject to the requirements of the United States Constitution and its interpretations. The Fraternity and Chapters recognize that those governmental and academic institutions, which are enforcing such laws, rules and regulations, are subject to the Constitutional rights of the accused.

The Chapters want to emphasize that they reserve the right, but not the obligation, to allow the prosecuting authorities to establish, through due process, whether any accused member was guilty of violating any particular ordinance, statute, law or rule or regulation prior to exercising any rights which the Chapter or the Fraternity may have regarding the continued membership of the accused in the organization.

Both the Fraternity and the Chapter are aware of instances where colleges and university have deemed guilty and punished until the student proves himself innocent and where the accused is automatically suspended or punished merely upon the accusation.

The purpose of mentioning these situations in this Relationship Statement is so that the undergraduate members and others will know to not make any conclusions or implications or assumptions regarding a postponement by the Chapter or by the Fraternity of their exercise of their respective discretionary rights to declare a member not in good standing or to suspend or revoke a membership or to expel a member. If such inaction occurs, that is solely in the discretion of the Chapter or the Fraternity and does not amount to any ratification or condemnation or implied authorization or actual authorization of the act in question nor does it make the act in question done by an agent, employee, servant or representative of the Chapter or the Fraternity. It merely means that the Chapter and the Fraternity are exercising their discretion in the matter regarding the separate issue of membership retention.

5. Summary

In summary, a Chapter of the Fraternity is an unincorporated association composed of undergraduate students at a particular college or university who have chosen, as part of their undergraduate experience, to engage in a form of fellowship and brotherhood pursuant to the goals and ideals of the Fraternity. This experience is intended to supplement a student's academic education by giving the student an opportunity to engage in interpersonal social relationships and to practice self-discipline as the student proceeds through the maturation process.

However, the fact is that an undergraduate student does not vest that member with the authority to speak or act for the larger group. No member can speak or act on behalf of a Chapter, and no Chapter can speak or act on behalf of the Fraternity or the other Chapters, absent specific, explicit, unconditional and express authority and then only as limited for that specific purpose. Furthermore, there is no "right of control- by Chapters over members, so the members cannot be servants, agents of the Chapter in a legal sense so as to render the Chapter responsible for their conduct. When one says that a member of a Chapter is a "representative" of a particular Chapter or of the Fraternity, what is meant is that those who view the member could form an opinion of the Chapter or the Fraternity based, in part, upon the personality, goals and conduct of that member. That use of the word "representative" is not in the legal sense. It does not mean that the goals and conduct of the member are that as are agent, employee, servant or legal representative of the Fraternity for the Chapter.

Each member is solely responsible for his own conduct and no Chapter is responsible the conduct of any member without grant of specific, express, unequivocal, unconditional, explicit and duly approved authority for such particular conduct by the Chapter, and then only to the limited extent that such agent was specifically authorized to bind the Chapter, such as to a contract to buy food for the Chapter's kitchen. Furthermore, no Chapter or member can ever have the authority, as an authorized Chapter pursuant to its Charter or as a member, to engage in activity which violates any applicable law, rule or regulation of any governmental agency or the school where the chapter is located or the Constitution, Bylaws and Regulations of the Fraternity or of the Chapter or which causes harm to others or their property.

November 1991