

# **SIGMA PHI DELTA RISK MANAGEMENT POLICY**

Sigma Phi Delta is an association of congenial minds and kindred souls founded for the specific purpose to influence the development of mind, heart and character. Its Object - "To promote the advancement of the Engineering Profession; to foster the advancement of Engineering Education; to instill a greater spirit of cooperation among Engineering students and organizations; to inculcate in its members the highest ideals of virtuous manhood, good citizenship, obedience to law, and brotherhood; and to encourage excellence in scholarship" represents the basic principles that form the philosophical underpinnings which guide its actions in the development of future leaders.

Like the larger society, and the universities and colleges at which its Chapters reside, Sigma Phi Delta is not a police state. Indeed, it employs no law enforcement agents, nor was it ever founded or chartered to do so. It regards its members as subjects of the host College or University first, and members of Sigma Phi Delta second. However, Sigma Phi Delta is an organization that advises and encourages its members to conform to and abide by the laws of the land and the policies, rules and regulations of the host institution, but under its structure, it does not possess the authority or capability to actually enforce said laws, policies, rules and regulations.

In addition, Sigma Phi Delta has adopted certain laws and rules of governance to which its members are expected to abide (see the Constitution and Statutory Code) subject only to the laws of the land and the rules, regulations and policies of the host institution. Failure of any member to abide by said laws and rules (whichever are most strict) may be punishable by suspension or expulsion from membership, removal from elected or appointed office within the Fraternity, or the suspension or revocation of a Chapter's charter.

The Risk Management Policy of the Sigma Phi Delta Fraternity includes the provisions, which follow and shall apply to all levels of fraternity membership. This includes, but is not limited to, all alumni acting on behalf of, or representing, Sigma Phi Delta in any capacity, official or unofficial.

## **ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, shall be in compliance with any and all applicable laws of the nation, state, province, county, city and institution of higher education, and shall comply with either the BYOB or Third-Party Vendor Guidelines identified and enforced by the Chapter's local Inter-Fraternity Council and approved by the Chapter's Institution administration. In the event these guidelines are not established at the Chapter's Institution, refer to FIPG's BOYB or Third-Party Vendor guidelines, found at <http://www.fipg.org>.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

## **SIGMA PHI DELTA RISK MANAGEMENT POLICY**

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter shall be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge / new member education program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, "family" events or activities and initiation.

### **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any

# **SIGMA PHI DELTA RISK MANAGEMENT POLICY**

other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

## **SEXUAL ABUSE AND HARASSMENT**

The Fraternity shall not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to any person or persons, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

## **FIRE, HEALTH, AND SAFETY**

1. All chapter houses shall meet all local fire and health codes and standards.
2. All chapters shall conspicuously post evacuation routes and the emergency numbers for fire, police and ambulance in the following locations, at a minimum:
  - a. By all common phones,
  - b. In the front and rear entry areas of the building,
  - c. On the back of the door of each sleeping room.
3. All chapters shall comply with engineering recommendations as reported by the insurance company and/or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles shall not be used in chapter houses or individual rooms except under controlled circumstances, such as initiation.

## **EDUCATION**

Each chapter shall annually instruct its student members in the Risk Management Policy of the Fraternity. Additionally, all members shall annually receive training in areas of Risk Management. Recommended programs may include, but are not limited to, the following: Alcohol and Drug Abuse, Sexual Abuse and Harassment, Fire Prevention and Hazard Communication, Criminal Liability and Basic Legal Concepts, and Health Education and Sexually Transmitted Diseases. An Executive officer of each chapter shall be responsible for providing a copy of the Risk Management Policy to every member. A copy of this policy shall be available on the Fraternity website.

# **SIGMA PHI DELTA RISK MANAGEMENT POLICY**

## **DIGITAL FOOTPRINT / MEDIA PRESENCE**

Websites and blogs proliferate the internet, and are becoming increasingly popular. Additionally, digital communication mediums such as Facebook, MySpace, Twitter, Snapchat, and other social networking equivalents, create an easy and instant way to communicate with others. Sigma Phi Delta encourages its members to publish and communicate freely and openly on the World Wide Web and use social media when appropriate, but when doing so members shall abide by our stated policies and guidelines. This Risk Management Policy focuses primarily on two types of “digital” risk, risk to Sigma Phi Delta as a whole, and risk to its individual member(s).

## **SIGMA PHI DELTA RISK**

As a reminder, when Sigma Phi Delta members, and its pledges, are interacting with others, whether in person, on the phone, or virtually, they are representing Sigma Phi Delta. When representing, or acting on behalf of, Sigma Phi Delta, the decisions you make and the image you portray will reflect upon Sigma Phi Delta’s image and reputation, either positively and negatively. Additionally, as a reminder, all internet media content is public documentation, with a potential audience of millions, mostly non-members, and will most likely remain on the internet forever.

Sigma Phi Delta does not condone the infringement of copyrights and trademarks of others. The unauthorized modification or reuse of copyrighted material or trademarks by Chapters, members, and / or pledges, is strictly prohibited.

All communication and content used to represent Sigma Phi Delta, officially or unofficially, shall be appropriate, and in good taste. Additionally, permission to use such content shall be obtained and maintained by the communication source. No photographs, drawings, video clips or sound clips shall be used without the express written permission of the person who created them or who owns the rights to the content. Additionally, prior to publishing content, each person in a photograph or video clip shall sign a release granting the communicator permission to use. These releases shall be kept on file at all times when in use plus at least one year after the content is removed from the communication medium(s) (e.g. chapter website).

As a reminder, per the Statutory Code, each Chapter is required to maintain the role of Chapter Historian. In this capacity, he is responsible for documenting history and events of the Chapter. During social events, no participants (member or non-member) other than the Chapter Historian, and his designates, shall be allowed to document the event, e.g. take pictures, video, or sound bites. The Sigma Phi Delta host entity shall ensure this requirement is enforced.

## **GENERAL “INDIVIDUAL” RISK**

Personal safety, and good taste, shall be of utmost concern when revealing information about you, your habits and interests. As a reminder, members shall use both caution and sensibility when deciding upon content for a personal site or social networking medium. Additionally, for safety and privacy concerns, be caution about publishing personal information, such as addresses and telephone numbers.

## **SIGMA PHI DELTA RISK MANAGEMENT POLICY**

While appropriate participation in social networking mediums is acceptable, special attention must be given to your image being portrayed. In order to help members determine if the content is appropriate, the following questions should be considered:

- Is this an image that presents you in your best light as a talented and responsible engineer?
- Do you reveal too much about yourself, creating a security risk?
- Are you breaking any laws?
- Would you want your parents to see what you have displayed?
- Would you want potential employers to see what you have displayed?

As a note of rationalization, there are a multitude of stories on the internet where personal websites, Facebook content, and Twitter entries (to name a few) potentially harm an individual's health, welfare, academic, collegiate and professional careers.