

## Appendix VI:

### Sigma Alpha Epsilon- NY Alpha Chapter “Never Again” Best Practices

#### Introduction:

These Best Practices are intended to serve as an instrumental guide to running the safest Sigma Alpha Epsilon active chapter possible. George Desdunes '13 tragically passed away in Hillcrest, the home of NY Alpha, in 2011 from overconsuming a lethal amount of alcohol during a night that involved both drinking and hazing. At the time, the NY Alpha Alumni Board sponsored the Clear Thinking When Drinking Alcohol Education program for new brothers joining the active undergraduate chapter. We had run the program for a few years prior to George's tragedy as neither Cornell nor SAE National had any alcohol education programs and we felt it was very necessary chapter programming at the time. Very sadly, it was not enough to save George's life. Now the alumni board, the chapter advisory committee and the active chapter are committed to following these rigorous best practice guidelines going forward so that we may ensure that “Never Again” will another tragic accident like George's occur in or around the NY Alpha Chapter of Sigma Alpha Epsilon. Long hours have been spent authoring the “Never Again-SAE Best Practices” to help absolutely assure our future long-term success in running the safest active fraternity chapter possible. Our best practices together with SAE National's now extensive training programs and chapter guidelines, we believe, will help us create a far better and different model of fraternity at NY Alpha going forward. These guidelines are intended to be a living document updated every year by the active chapter and the Eminent Warden.

**Above all else, members of Sigma Alpha Epsilon are to be guided in their conduct by the vision of the SAE TRUE GENTLEMAN Creed**

*The True Gentleman is the man whose conduct proceeds from good will and an acute sense of propriety, and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled if necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but always with sincerity and sympathy; whose deed follows his word; who thinks of the rights and feelings of others, rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue safe.*

-John Walter Wayland

#### **A. Alcohol Awareness, Consent & Sexual Misconduct Prevention**

To be shared with all New Members of NY Alpha by the New Member Educator Elected Positions.

A. Alcohol awareness and education

Alcohol awareness and education is of great importance for today's college student. Despite the legal drinking age being 21, college students today, as in the past, continue to consume alcohol. With that in mind, awareness of what alcohol precisely is and how it affects the body will hopefully result in increased safety of college students and responsible consumption.

### **The SAE Alcohol and Substance Abuse Training Program (ASTP)**

Sigma Alpha Epsilon's National organization offers a program on alcohol & substance abuse awareness to all its new and current members and chapters at the My SAE Learning Center. The purpose of this program is to help students who choose to drink to make informed decisions about their drinking that may allow them to do so in a less dangerous or less risky way. All NY Alpha new members will complete Sigma Alpha Epsilon's ASTP program and the Sober Monitor Training Program as a requirement of membership. A new Member Badge and Initiate ID # will not be issued by National to a NY Alpha member until completion of this program. NY Alpha's Alumni Board will arrange annually to bring this program to the chapter house on the Cornell campus either in person or via webinar, please contact James Irwin, Director of Educational Programs, at [jirwin@sae.net](mailto:jirwin@sae.net).

### **A few introductory statements about this Alcohol Awareness topic:**

- The best way to avoid negative consequences is to not drink at all.
- If you are under 21, it is illegal to drink.
- If, however, you do make the choice to drink, educate yourself about ways to do so in a less risky way for yourself and others around you. Any steps toward reduced risk are steps in the right direction.

### [Alcohol and Substance Abuse](#) Training

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### [Sober Monitor Training](#)

This course provides an overview of the expectations of being a Sober Monitor for any SAE events.

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**NY Alpha will have one-page Information Posters posted in all bathrooms & common areas at Hillcrest by the Eminent Warden (new officer position responsible for all member Health & Safety training and communication.) The messages are intended to be rotated monthly and placed in 8 ½ x 11 inch plexiglass holders in all bathrooms and other prominent common areas so as the kitchen and great hall. The posters will contain information on the following topics below: Responsible Drinking, Consent is Key, What is Hazing? and Why Sigma Alpha Epsilon has a Zero Tolerance Hazing Policy. Finally, we will also permanently post a one page summary of the Cornell & SAE Good Samaritan Protocols and Do The Right Thing Posters throughout Hillcrest.**

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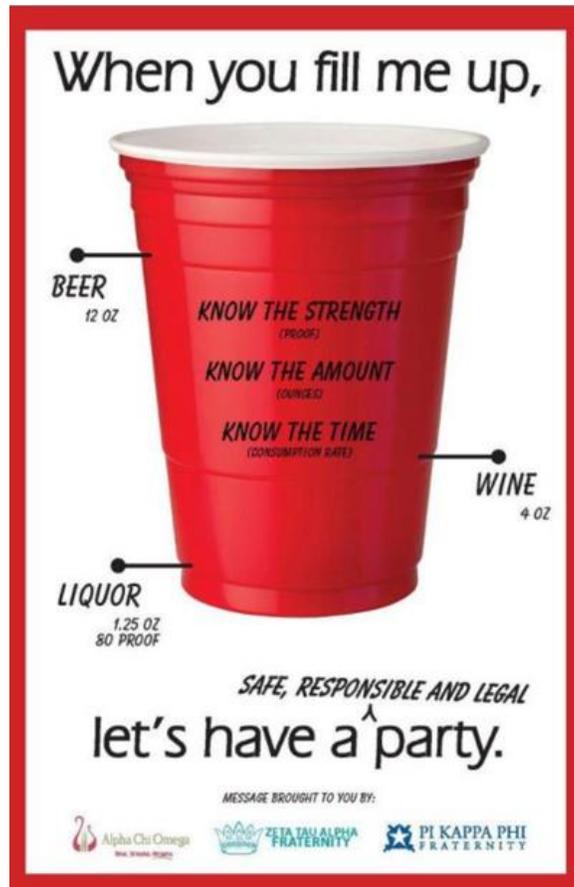
### **What is a standard drink? (Hillcrest Rotational Wall Poster)**

A standard drink is any beverage that contains ½ oz of ethyl alcohol.

- 12 oz beer
- 10 oz microbrew
- 8 oz ice beer or malt liquor
- 4 oz wine
- 2½ oz fortified wine
- 1¼ oz 80-proof alcohol
- 1 oz 100-proof alcohol
- A Mixed Drink typically contains 1 oz of 80 to 100 proof alcohol

Consider when you drink what exactly a standard drink is and how many standard drinks you may be consuming. Do you measure when you pour?

Whenever we discuss a 'drink', we mean a standard drink as defined here.



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**Additional Alcohol Education Rotational Poster to be provided to NY Alpha New Members:**

### **What is alcohol?**

Alcohol is a central nervous depressant. In short, alcohol depresses, or slows down the body's central nervous system (CNS). As one's blood alcohol level goes up, the effects of the depressant become more pronounced. As intoxication increases, cognitive processing slows and motor coordination decreases. This is because the brain is part of the CNS, and is affected by alcohol.

### **How does alcohol get in your system?**

From the mouth, alcohol travels to your stomach. In the stomach, about 20% passes through the stomach wall and is absorbed into the bloodstream. The remainder then travels to the small intestine and is rapidly and completely absorbed into the bloodstream. Once alcohol reaches the intestine, the rate of absorption is fairly standard.

### **What are factors that influence the rate of absorption?**

Absorption is faster when the concentration of alcohol is higher in your beverage. Food in your stomach will slow the movement of alcohol from the stomach to the small intestine, and absorption is slower than if your stomach were empty. **Therefore, consuming alcohol with a stomach full of food is the**

**safest course of action.** The faster and more you drink, the faster the alcohol will enter your bloodstream.

### **How does alcohol leave the system?**

Ninety percent of alcohol is metabolized by the liver (and a little by the stomach lining). The Remaining 10% leaves body through sweat, breath, or directly through the urine. The Liver metabolization creates a toxin known as acetaldehyde and is then changed into a less toxic chemical acetate. Acetate changes to carbon dioxide and water eventually, which is returned to the bloodstream and excreted.

### **How does the body sober up?**

The body processes (metabolizes) 0.016% of blood alcohol level per hour. This is the process known as sobering up. When compared to how fast alcohol can be absorbed by the body (namely, the faster you drink), your body processes alcohol slower than potentially you can absorb. This amounts to the body being able to process about one drink of alcohol per hour.

There is no way to speed up the 'sobering up' process. Techniques such as drinking water, eating food, or a cold shower will address the symptoms of being intoxicated, but will not affect the body's blood-alcohol level.

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## **Additional Alcohol Education Rotational Poster to be provided to NY Alpha New Members**

### **What do BAL and BAC stand for?**

BAL and BAC stand for Blood Alcohol Level and Blood Alcohol Content, respectively. Both BAL and BAC mean the same thing. BAL is the ratio of the alcohol to blood in the body, and is usually calculated as a percentage.

The legal limit for driving while intoxicated in most states is 0.08% (0.10% in some states, and 0.02% for minors).

BAL/BAC is not the number of drinks a person consumes.

### **What affects BAL?**

#### **Five main things affect BAL:**

- **QUANTITY:** The more alcohol you drink, the higher your blood alcohol level will be.
- **RATE:** The faster you consume alcohol, the higher your blood alcohol level will be.
- **WEIGHT:** The less you weigh, the higher your blood alcohol level will be. Your weight reflects the volume of fluid in your body. Higher weights will have more fluid, therefore lower concentrations of alcohol in the bloodstream
- **TIME:** Over the course of one drinking occasion, the amount of alcohol you can consume per hour to maintain a constant BAL will decrease. Your BAL drops at a steady rate of 0.016% per hour, but your BAL may rise faster than your liver can metabolize. Thus some of the effects of each drink can accumulate.
- **GENDER:** A woman will get more intoxicated than a man of the similar weight who is drinking at the same rate.

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### Gender Differences in Blood Alcohol Level:

If a 160lb man and a 120lb woman both have 5 standard drinks over 3 hours, their BALs will be different. In fact, in this scenario, the woman's BAL is twice that of the man. This is due to several factors:

- **Different fluid volume.**
  - It is estimated that, whereas an average male body is composed of approximately 60% water, an average female body is only 50% water. Lower fluid volumes in women result in higher concentration levels of alcohol in the bloodstream.
- **Different enzyme levels.**
  - Levels of gastric alcohol dehydrogenase, an enzyme that aids in the decomposition of alcohol, are significantly lower in women than in men.
- **Different hormone levels.**
  - The hormone levels change during the luteal phase of a woman's menstrual cycle such that she will get more intoxicated and will stay intoxicated longer. This is true for women taking oral contraceptives as well.

Men must be aware of these differences and how alcohol will affect women more rapidly than men. Remember that if the woman is under the influence or intoxicated, she is not legally able to give consent. Without consent, that is rape.

### BAL chart

There are two charts – one for men and one for women. Note the effects of each drink on the BAL are cumulative. Most people require more than 1 hour to metabolize one drink. The liver can metabolize only a small amount of alcohol each hour, and it typically will fall behind. Additionally, to maintain a constant BAL, the number of drinks per hour that one needs to consume will decrease with each hour.

As previously stated, BAL is specific to weight and gender and these tables are estimates only. The exact level depends on everything – gender, food intake, muscle-to-fat ratio, amount of alcohol, weight, and so forth.

### Explanation of Alcohol Effects at Various Levels of BAL

.02%	Relaxed
.04%	Relaxation continues, buzz develops
.06%	Cognitive judgment is impaired
.08%	nausea can appear motor coordination is impaired
.10%	clear deterioration in cognitive judgment and motor coordination
.15% to .25%	black outs
.25% to .35%	pass out/lose consciousness/risk of death
.40% to .45%	lethal dose

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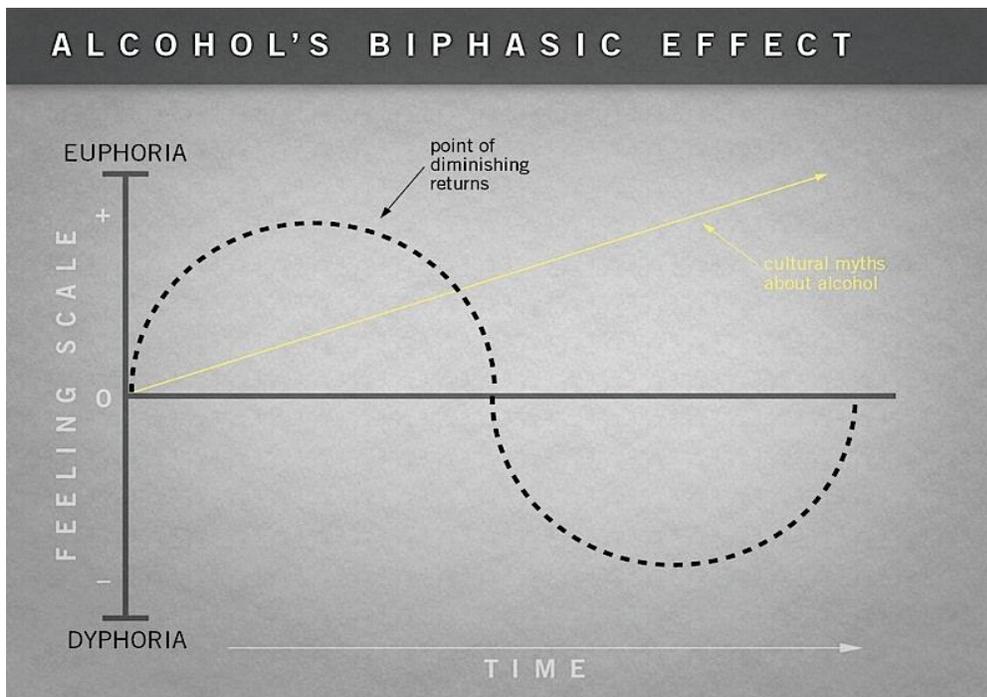
### Nearsightedness/Myopia associated with Alcohol (Informational Poster)

Consumption of alcohol results in myopia, or nearsightedness. In other words, as your BAL increases, you lose your long-term vision temporarily, as your cognitive processing decreases. A person begins to focus more on the 'here and now', and their long-term goals, values, concerns, thoughts, and rules become 'out of focus' at high BAL levels.

This is important to remember for several reasons. Alcohol has been called a 'social lubricant', as the consumption of alcohol increases this myopia. A person begins to do things that they might not ordinarily have done. Tolerance factors in here as well, as you may not feel the negative consequences of drinking, however myopia has already begun to occur.

### Biphasic Effects of Alcohol

The cultural myth about alcohol is that the more we drink, the better we'll feel. Every time alcohol is introduced into the system, the biphasic effect, or "biphasic curve," follows. The biphasic (two-phase) effect: the body experiences an energizing, perhaps even "positive," component followed by the introduction of the depressant, "negative," effects of alcohol. There is a point at which one can minimize the negative consequences associated with drinking.



### THE POINT OF DIMINISHING RETURNS

On the chart, you see a point at which the positives have been maximized and the negatives have been minimized. At this point, one more drink will not do a person any more good. This is the point of diminishing returns. This change in the body's experience of alcohol occurs at or below a blood alcohol level of between 0.05% and 0.06%.

In other words, drinking beyond this point will result in increased negative consequences.

This means for college students, that students who currently drink at or below this point of diminishing returns should stay at this point if they haven't had problems associated with drinking. Those who are drinking beyond this point should consider reducing their intake to maximize their returns.

Most important, everyone has to find his own limit based on what he wants to get out of drinking.

Many accidental deaths occur from mixing alcohol with other drugs. Even drugs that you can buy without a prescription, such as aspirin or cold remedies, can change the way alcohol acts on the body.

<b>ALCOHOL</b> <i>(beer, wine, liquor)</i> <b>MIXED WITH:</b>	<b>EFFECTS:</b>
Antibiotics	Extreme drowsiness, decreases effectiveness
Antihistamines	Extreme drowsiness, causes temporary depression
Aspirin	Stomach and intestinal bleeding
High Blood Pressure Medicines	Dangerously lowered blood pressure
Narcotics	Extreme slowing of brain activities, breathing slowed down or stopped
Non-Narcotic Pain Killers	Stomach and intestinal irritation or bleeding
Sedatives & Tranquilizers	Extreme slowing of brain activities, breathing slowed down or stopped, heart slowed or stopped

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### **Avoid the Extremely Dangerous Behavior of Binge Drinking**

Binge drinking refers to individuals who set out to get drunk on a given occasion by drinking five or more drinks in the course of a short period of time (e.g., over the course of one or two hours). Binge drinking is quite common in both high schools and colleges. Almost 30% of high school students have engaged in binge drinking. Many colleges report rates as high as 60%. There are times when individuals will plan to binge drink; often called "Pre-gaming". However, there are numerous occasions where individuals will only plan on having a drink or two, but get carried away by drinking games, parties that get out of hand or someone buying additional rounds of drinks, etc.

Note that Binge drinkers are more likely to have been insulted by others, been in a serious argument or quarrel, been pushed, hit or assaulted, had one's property damaged, put themselves in situations where they are more susceptible to sexually transmitted diseases such as HIV, been injured or had life threatening experiences; driving while intoxicated or rode in a car with an intoxicated driver. Sexual perpetrators target individuals that are incapacitated by alcohol.

### **If you suspect you or a friend has a problem with drinking, consult with these resources:**

Cornell Health Services Alcohol & Other Drug Services <https://health.cornell.edu/services/alcohol-other-drug-services>

National Institute on Alcohol Abuse and Alcoholism [www.niaaa.nih.gov](http://www.niaaa.nih.gov)

NIAAA College Drinking Changing the Culture [www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)

Alcohol & Drug Council of Tompkins County <https://alcoholdrugcouncil.org/about/philosophy/>

Alcoholics Anonymous <https://www.aa.org/>

Substance Abuse and Mental Health Services Administration [www.samhsa.gov](http://www.samhsa.gov)

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### **Quick Tips for Responsible & Safe Drinking (Hillcrest Rotational Poster)**

#### **Moderate Drinking Guidelines**

- For those who currently abstain from alcohol consumption, Great! Stick with it as it is the healthiest course of action.
- For those who decide to drink, you have a duty to yourself, those who love you and people around you to drink very responsibly.
- The body can process about one alcoholic drink per hour.
- Limiting consumption to one drink per hour is therefore a good way to pace yourself
- Lower risk drinking on average is 4 or less standard drinks for males and 3 or less standard drinks for females in a given day.

#### **Moderate Drinking Strategies**

- Make sure you have a full stomach before drinking alcohol to slow your alcohol absorption rate.
- Set your drinking limit before a social drinking occasion. Calculate how long you plan to be out in a night and calculate how many drinks you will have as a result of the time you will be out socializing. e.g. If you are going to be out socially for 5 hours, have no more than 5 drinks.
- Keep track of how much you drink by developing a system to count each drink. Tell others your limit for the evening so they can aid you in sticking to your limit
- Space your drinks.
- Alternate alcoholic drinks with nonalcoholic beverages
- Drink an abundance of water to maintain hydration
- Continue to eat food while you are drinking alcohol to slow your alcohol absorption
- Do not allow your drink to be out of your sight
- No drinking games.
- Learn drink refusal skills and practice them so it feels more natural to say no.
- Find other things to do while out socializing like dancing or playing games.

#### **Tips for Reducing Risks of Negative Consequences Associated with Alcohol and Sex**

- Buddy Up- Arrive and leave social functions together to assure your friends are safe. True Gentlemen take care of each other.
- Watch out for friends – a friend who has been drinking may have impaired judgment and may need help to avoid making poor decisions about sex.
- Unwanted or unprotected sex often occurs under the influence of taking alcohol. More than 75% of acquaintance rapes involve alcohol.
- On initial dates or in larger parties, being selective about when and how much you drink is important.

- Remember Alcohol doesn't improve sexual performance or enjoyment.

### **Tips for Reducing Risks of Negative Consequences Associated with Drinking and Driving**

- Arrange for all transportation needs well in advance of a party or drinking occasion.
  - Select a reliable designated driver who agrees to stay sober throughout the party.
  - Leave the car keys at home or in the possession of the designated driver.
  - Bring enough cash for a cab or your phone for Uber or Lyft.
  - A student under age 21 can be cited for driving under the influence (DUI) or a minor in possession (MIP), even if his is below the legal limit.
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### **Consent is Key in Relationships (Hillcrest Rotational Poster for bathrooms and common areas)**

Consent is important for people of all genders and sexualities. It is critical in every sexual interaction, whether you're getting together with someone for the first time or you've been dating for years; take special care to insure that you are engaging someone with their consent.

- CONSENT is an outward demonstration, through understandable words or actions, that conveys a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity
  - It is your responsibility to ask for consent from your partner(s).
  - Consent should never ever be assumed.
  - Your own use of alcohol or drugs does not take away your responsibility to obtain consent.
  - Consent should be mutually understandable in words and actions.
  - A person who is coerced into sexual activity cannot consent.
  - **A person whose judgement is severely impaired, physically helpless or incapacitated cannot consent.**
  - Being in a relationship with someone does not imply consent.
  - Consent cannot be obtained by ignoring or acting in spite of the objections of another or assumed from previous consent with that person.
  - **Consent can be withdrawn by any person at any time.**
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**All New Members of New York Alpha will be required to complete the Sexual Misconduct Prevention Webinar at the My SAE Learning Center.**

[Sexual Misconduct Prevention](#)

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  - [Warning Signs of Relationship Violence](#)
- [Strategies to not be a Bystander](#)
- [Sexual Misconduct Prevention Review](#)

Both SAE National and Cornell have a Good Samaritan Protocol:

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Sigma Alpha Epsilon “Be True” Good Samaritan Policy (Permanent Hillcrest poster)

“The True Gentleman” teaches that a man’s “conduct should proceed from goodwill and an acute sense of propriety.” Toward this end, an undergraduate member should never hesitate to call 911 when an individual’s appearance or conduct would reasonably cause one to be concerned for another’s well-being. In most instances, early intervention will result in a favorable outcome for the individual in need.

The SAE Supreme Council has adopted the following Good Samaritan Policy to promote a health-focused response to the incident rather than a disciplinary consequence:

1. If a member assists another in receiving appropriate medical care, then that member, as well as those who are assisted, will not be subject to Fraternity Service Center disciplinary action with respect to the incident. This is the case even if the member who is assisting was a contributing factor to the cause of the emergency.
2. When a member fails to respond when an individual’s appearance or conduct would reasonably cause one to be concerned for another’s well-being, his failure to respond shall be deemed conduct unbecoming of a gentleman.

# Do the right thing

## A, B, C, or D = alcohol emergency

- **A (Alert):** inability to rouse a person with loud shouting or vigorous shaking; inability of a person who was passed out to stay awake for more than 2–3 minutes; vomiting while passed out; not waking up after vomiting; incoherent while vomiting
- **B (Breathing):** slow or irregular breathing; lapses in breathing; weak pulse; very rapid or slow pulse
- **C (Color, Clammy):** skin color is "off;" lips are bluish; skin feels clammy or cold
- **D (Doubt):** unsure what's happening; possible head injury; may have consumed other drugs



### Do the right thing: Call 911

- Campus protocol and New York State law protect you when you call 911 for help.
- The law/protocol may apply to the person in need of help, as well as the person or group placing the call for help.

Learn more ...  
[goodsam.cornell.edu](http://goodsam.cornell.edu)

Cornell's Good Samaritan Protocol was formerly known as the Medical Amnesty Protocol (MAP).



Cornell's Good Samaritan Protocol is a supplement to the Cornell Police, the Office of the Judicial Administrator, the Office of the Dean of Students, the Office of Health and Safety, Life, Insurance and Real Estate Student Programs, and Cornell Health.

NY Alpha will post and abide by the Cornell & SAE Good Samaritan Protocols.

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## Cornell's Good Samaritan Protocol ... (Permanent Hillcrest Poster)

**Alcohol poisoning – and other drug-related emergencies – can be life-threatening.**

If you think your friend may have had too much to drink, is having an adverse reaction to a drug, or if they have sustained a serious injury while drinking or using other drugs, **it is imperative you call 911.**

Under Cornell's and Sigma Alpha Epsilon's Good Samaritan Protocol ("Good Sam"), **those who call for help – and those who receive help – in an alcohol- or drug-related emergency are protected from judicial consequences.** (See details below.)

**a) applies when the allegations under the Campus Code of Conduct involve:**

- underage consumption of alcohol
- use of other drugs
- disorderly conduct

**b) eliminates judicial consequences for:**

- students seeking assistance (those involved in making the call)
- the assisted individual

**c) mitigates judicial consequences for:**

- organizations seeking assistance

**d) does *not* preclude disciplinary action regarding other violations, such as:**

- fake identification
  - causing or threatening physical harm
  - sexual violence
  - damage to property
  - unlawful provision of alcohol or other drugs
  - harassment
  - hazing
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**B. Hazing Awareness and Hazing Prevention Best Practices:**

**Anti-Hazing Education for New Members of NY Alpha will be distributed by New Member Educators:**

**What is Hazing? (Rotational Hillcrest Poster)**

Hazing is any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule in connection with or the purpose of initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, team or association, regardless of whether the students participated voluntarily in the relevant activity. Note that hazing is either harmful or creates a significant risk of harm. Students directing, engaging in, aiding, or participating in, actively or passively, the forcing, compelling, requiring, encouraging, expecting, whether direct or implied, of individuals to participate in hazing activities shall be considered in violation of NY Alpha’s anti-hazing policy.

An individual cannot consent to being hazed; a victim’s voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur.

Five years ago, Sigma Alpha Epsilon became the first national fraternity to eliminate pledging, followed by the creation of our full 96-hour bid-to-initiation process. Overall, we have witnessed great success in eliminating “pledging”, but there are still remnants of the “two-tier membership” created by

pledging. We ask for your assistance in working with the SAE chapter on your campus, identifying any lingering membership requirements that may resemble pledging and/or hazing. The elimination of hazing is and will continue to be, a top priority of SAE.

SAE National does not believe in or support hazing of any kind. If we are alerted to its occurrence, we take every action possible to hold individuals or chapters fully accountable while helping correct the course.

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In August 2018, as a part of our National Leadership School, we hosted and coordinated an educational program titled "[Love Mom and Dad.](#)" We have encouraged every member, alumnus, volunteer, and university administrator to watch it. You can find a shorter, five-minute version in the link above as well as an extended [20-minute version](#) (which also has a facilitation guide) of the presentation online at the SAE Record Online website. All NY ALPHA new members will be required to watch the long version of this Anti-Hazing presentation as a condition for membership.

SAE also partners with Hazing Prevention.org. They provide an anonymous hotline for students, friends, and families to use whenever there is a concern. We investigate all received calls and act on any information that proves to violate our mission. If you have concerns, you may reach us directly at (847) 475-1856, which is our central office number, or at (888) NOT-HAZE.

#### **Stopping Hazing at NY Alpha and beyond:**

If you suspect hazing and you want to stop it:

- Contact Blaine Ayers, Sigma Alpha Epsilon National Eminent Supreme Recorder, or Frank Ginocchio, Legal Counsel at 1-888-237-0778. Or you can call 1-888-NOT-HAZE. You may also contact them via e-mail at:
  - [bayers@sae.net](mailto:bayers@sae.net)
  - [fginocchio@sae.net](mailto:fginocchio@sae.net) , or [f.ginocchio@comcast.net](mailto:f.ginocchio@comcast.net)
- Approach other like-minded NY Alpha brothers and let your opinions be known to stop any suspected hazing activity immediately.
- Seek the support of a trusted alumni member, or chapter advisor to stop the hazing behavior immediately.

Organizations like NY Alpha that do not haze can play an important role in stopping hazing on campus. Here are some ways that SAE Cornell can help:

- Use Sigma Alpha Epsilon's commitment to its non-hazing statement and share it with prospective and new members. Communicate openly and up front that we do not haze and have zero tolerance for it.
- Speak out in public settings against hazing, such as meetings and conferences. Being vocal and visible in your opposition to hazing as that will help shift the campus culture towards less tolerance for hazing.

- Offer to advise other groups on campus who are looking for guidance in developing non-hazing approaches to initiation and brotherhood building.
- Be vigilant in monitoring the evolution of our own practices, especially if the chapter had engaged in hazing at some point in the past. Maintaining a non-hazing approach requires ongoing attention, especially as membership changes over time. Be vigilant to the zero-tolerance to hazing approach over the long term.

Sigma Alpha Epsilon has many members involved in many activities outside of the Fraternity. If you think that one of your friends, roommates, classmate, teammates or fellow Fraternity/Sorority members are being hazed you can help make a difference by providing them with someone to talk to. Let them know that you are concerned and give them reasons as to why you feel that way. Hazing is illegal regardless of what group you are a member of. Make sure you ask questions about whether or not they were told to keep their events a secret, often times this is where hazing occurs.

**ACTION PLAN IF YOU KNOW A FRIEND IS BEING HAZED.**

Contact our National Fraternity Service Center to seek advice and get a contact for your friend’s organization. If your friend is a part of a local organization seek help from your college or universities administration.

Be as supportive as possible for your friend.

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**NY Alpha and Sigma Alpha Epsilon’s Zero Tolerance Commitment: (Rotational Poster)**

- Sigma Alpha Epsilon is a values-based organization and will not **tolerate** any form of hazing.
- Sigma Alpha Epsilon was founded with the following values in mind: friendship, honor, loyalty, and fraternity. Anything that goes against those values is unacceptable.
- Hazing is a violation of Sigma Alpha Epsilon’s policy and is illegal in most States.
- Hazing can cause significant harm to individuals, groups and the Fraternity.
- Sigma Alpha Epsilon investigates every incident regardless of the severity of the claim.
- Hazing individuals, regardless of membership status, is unacceptable and will not be tolerated by Sigma Alpha Epsilon.
- Sigma Alpha Epsilon bases its membership experience off of our guiding motto the True Gentleman. Hazing is not and should never be a part of that experience
- NY Alpha Policy: Any members found to have engaged in Hazing inside or outside the fraternity will have their membership in Sigma Alpha Epsilon immediately terminated and be asked to move out of Hillcrest as soon as is practicable.

**NY Alpha Policy: Zero Tolerance for Hazing**

Hazing in any form is not acceptable.

The NY Alpha Chapter is to be a hazing-free environment at all times. If a member has to ask if an activity is hazing, then the behavior probably already crosses the line of acceptable behavior for a member of Sigma Alpha Epsilon. Hazing is also illegal in almost every state and can result in

incarceration and fines. Many universities, cities and states additionally have their own definition of hazing. Please consult the appropriate resources at your local level. For a listing of state anti-hazing laws, visit <https://www.stophazing.org/states-with-anti-hazing-laws/>. Please also refer to the Hazing Prevention Toolkit at <https://www.stophazing.org/hazing-prevention-toolkit/>

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Brothers of NY Alpha will be aware that people who participate in hazing expose themselves and the fraternity to enormous liability. Hazing has resulted in death, suicide, irreparable harm to the human body, loss of loved ones, imprisonment and other tragedies. Additionally, collegiate members who haze – and their parents – have a very high probability of being named in a lawsuit, which can result in large financial judgments being levied against members and their parents.

Hazing is against our National Fraternity Laws, as in accordance with Section 47B2. It is defined by the Fraternity Laws of Sigma Alpha Epsilon in Section 47D5C and states:

Sigma Alpha Epsilon members will always Stand Together to stop any destructive hazing practice that devastates families, friends and brothers.

All New Members of NY Alpha will be asked to complete the Hazing Intervention and Awareness course on SAE National’s My SAE website at <https://learn.sae.net>

**As part of NY Alpha’s Anti-Hazing Communications Program, each and every year the following Letters will be sent to new members and active members of NY Alpha by the President of the Active Chapter & the Eminent Warden:**

Note to New Member:

Congratulations on receiving and signing your bid to become a member of Sigma Alpha Epsilon. Membership in Sigma Alpha Epsilon will provide you with the opportunity to lead as well as follow. Individuals will go through certain rights of passage; however, none of them should include or be related to any sort of hazing.

Membership in Sigma Alpha Epsilon is a lifetime commitment. We cherish our ideals and values and take pride in our Ritual. **Our Ritual never has and never will contain any sort of hazing.** Initiation, which is directed by our Ritual, is the last step before becoming a brother of Sigma Alpha Epsilon.

It is a good idea to understand the risk of being hazed. Since hazing thrives on secrecy and deception, it is important to be knowledgeable about what hazing looks like when joining a group.

If you have been hazed in the past, you are not alone. Forty-Seven percent of students coming to our organization from high school have already been hazed (2008 national study on student hazing Allen and Madden <http://www.hazingstudy.org/> ). This doesn’t mean that you should continue the hazing pattern.

Being your brother’s keeper is a priority and imperative. If you become aware of hazing, you can make an anonymous report to the Fraternity Service Center staff by calling 1-888-NOT-HAZE. If you are hazed, one of the most important things you can do is to resist participating in the tradition of hazing the next generation of members. As a member of any organization you will have a chance to challenge hazing and help bring about a change in the culture of the chapter and campus. If you are being hazed by

another group on campus, Sigma Alpha Epsilon encourages you to seek help from your campus administration.

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Note to Active Brothers:

Dear Sigma Alpha Epsilon Brothers,

If you are not sure whether your chapters activities constitute hazing read the Fraternity Laws, the commitment to hazing prevention, and review Minerva’s Shield, Sigma Alpha Epsilon's Risk Management Guide. **The True Gentlemen outlines conduct becoming of a gentleman, hazing does not fit in.**

There are effective ways to achieve brotherhood goals without hazing.

- Learning ways to build group cohesiveness without hazing will develop leadership skills that can be used after graduation.
- You will create a more memorable and meaningful experience that will be remembered far beyond your collegiate years.
- You won't have anything to hide and will leave a positive legacy for future generations of SAE members.
- You can check the new SAE Phoenix Member Education program for other positive ideas about building brotherhood.

If you know that your chapter hazes, but are not convinced that it is a problem, consider the following reasons why hazing is harmful and ultimately hurts the entire brotherhood of Sigma Alpha Epsilon:

- Regardless of the potential benefits you may think hazing has on a group, there are severe costs as well. Sigma Alpha Epsilon spends nearly 30% of its annual budget on Risk Management issues.
- Hazing is either harmful or creates a significant risk of harm, whether mental or physical. There are many factors that play into how someone is affected by hazing.
- Hazing can result in the expulsion, suspension, or losing of your charter.
- Direct or indirect involvement in any hazing activities automatically forfeits your rights of liability insurance coverage from the Fraternity.
- A lawsuit can ruin your chapter and financially devastate you and your family.
- A reputation for hazing can negatively impact members' future employment or graduate school applications.

The SAE Fraternity Service Center staff and volunteers are here to make sure you have a safe and rewarding experience. You should never be afraid to report hazing as inaction can ultimately lead to expulsion, losing your charter, or both. You can leave an anonymous message on the Hazing Hotline (1-888-NOT-HAZE). You can help save lives by reporting hazing and taking a stand for yourself as well as Sigma Alpha Epsilon.

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### **Zero Tolerance for Hazing Commitment (Rotational Hillcrest Poster posted by Eminent Warden)**

**NY Alpha Members will never haze another individual inside or outside the fraternity and will serve as a positive force against any hazing activities on the Cornell Campus and in the Ithaca community. Any act of hazing by a brother will result in the immediate expulsion of that brother from our fraternity.**

## What is Hazing?

Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, regardless of the person's willingness to participate.

Unsure if a fraternal act is "hazing" ask yourself these questions:

- Does the activity involve mental distress such as humiliation or intimidation?
- Does the activity involve physical abuse in any form? (Paddling, Sleep Deprivation etc.)
- Does the activity pose a significant risk of injury or become a question of safety for another individual at Cornell?
- Is forced or coerced consumption of alcohol part of the activity?
- Does participating in this activity violate my values or the values of Sigma Alpha Epsilon
- Would you be worried if the activity was reported on social media or the local news?
- Would you have any reservations describing the activity to your parents, a university official or a Sigma Alpha Epsilon National representative?
- Is the activity illegal in New York State? New York has Anti-Hazing Laws.

If the answer to any of the above questions is "Yes", then the activity is probably deemed to be "hazing" and should not be undertaken in any fashion in our fraternity. **Be the One to take a stand that you do not believe that any member, regardless of membership status, should have to go through any degrading, demeaning, or demoralizing acts to become or stay a brother in SAE.**

If hazing does become a concern at any time for anyone in NY Alpha, members will be strongly urged to have the affected parties call SAE's anonymous hazing hotline at 1-888-NOT-HAZE. Sigma Alpha Epsilon Regional Chapter Development Directors, who work directly with our chapters, also serve as a Hazing Prevention resource. You can find a roster of these staff members and their regions at <https://www.sae.net/about/team/>

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## Hazing 101 (Hillcrest Rotational Poster)

Hazing often occurs in group settings like fraternities, clubs, and sports teams. It is against Sigma Alpha Epsilon's values for a brother to participate in hazing in ANY group setting on campus.

**Hazing is often about POWER & CONTROL** of the victim(s); it is NOT about building unity.

**2 in 5 students say they are aware of hazing taking place on their campus** so brothers of Sigma Alpha Epsilon will likely encounter hazing at Cornell and it is incumbent on a True Gentleman to not participate in such activities and try to prevent them from happening to others around them.

**79% of NCAA athletes report coming to college with a prior hazing experience from high school**, NY Alpha brothers need to attempt to break this cycle of hazing while at Cornell.

**89% of hazing related deaths involved alcohol consumption.** Since 1970, there has been at least one hazing related death each year in the United States. Members of NY Alpha will dedicate themselves to this NEVER HAPPENING AGAIN at Cornell.

**HAZING is illegal in 44 states. NY is one of them.**

### **New York Consolidated Laws, Penal Law - PEN § 120.16 Hazing in the first degree**

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a **class A misdemeanor** in NYS.

### **C. Recruiting**

All Rush Chairman, Active Officers and Alumni Chapter Advisors of NY Alpha will be required to complete the SAE National Program "Recruitment Boot Camp & Officer Training" Webinar at the MY SAE Learning Center.

[Recruitment Boot Camp & Officer Training](#)

#### Table of Contents

- [Recruitment Support Documents](#)
  - [10 Steps of Recruitment Success & Best Practices](#)
  - [Chapter Recruitment Self Evaluation](#)
  - [Membership Application](#)
  - [The Record Recruitment Bootcamp Cover Story](#)
- [Recruitment Presentations & Skill Trainings](#)
  - [Recruitment Communication Skills Training](#)
  - [Recruitment Keynote Presentation](#)
  - [Recruitment Officer Training](#)
- [Recruitment Videos and Webinars](#)
  - [Branding and Selling SAE](#)
  - [Evaluating Potential Members - Alumni Advisors](#)
  - [Evaluating Potential Members - Undergraduates](#)
  - [RBC Essentials - Alumni Advisors](#)
  - [RBC Essentials - Undergraduates](#)
  - [Recruitment 101 for Undergraduate Members](#)
  - [Recruitment Coaching 101 for Alumni](#)
  - [SAE Branding](#)
  - [SAE Skills Training](#)
  - [Social Media Skills](#)
  - [Securing True Gentlemen Pt 1](#)
  - [Securing True Gentlemen Pt 2](#)
- [Recruiting Officer Training](#)
- [What's Next?](#)

In addition to this course all Rush Chairman and New Members will be required to complete the SAE National Program: Diversity Training for SAE Members at the My SAE Learning Center.

## Diversity Training for SAE Members

### Table of Contents

- [Understanding Your Own Identity](#)
- [Why Does Diversity Matter at College Anyway?](#)
- [Understanding Privilege](#)
- [Creating an Inclusive Environment](#)
- [A Lesson on Privilege](#)
- [Diversity Review](#)

**National Non-Discrimination Policy: The Sigma Alpha Epsilon Fraternity shall not discriminate on the basis of race, color, creed, national origin, ancestry, sexual orientation, age or physical or mental disability, religion, marital status, military status, order of protection status and unfavorable military discharge.**

### **365 Recruitment**

With the elimination of pledging, there is now an opportunity to recruit new members year-round. Thus, we encourage our chapters to look beyond the traditional model of structured recruitment periods, focusing more on relationship development. By finding and bidding men throughout the year based on whether or not they can make a positive contribution to SAE, we can greatly increase our numbers of quality and diverse brothers. At the same time, we are sensitive to varying campus policies, and if there is a conflict, we welcome the opportunity to discuss it.

### **D. New Member Development**

New Member Development will be entirely done under the purview of the Phoenix Member Education Program offered by SAE National and launching in Fall, 2020.

<https://www.sae.net/programs/phoenix-member-education/>

The programs goals are:

1. ENGAGE WITH THE CURRENT GENERATION OF COLLEGE STUDENTS
2. INVOLVE ALL MEMBERS OF THE CHAPTER IN WELCOMING BROTHERS WHO ARE JOINING
3. PROVIDE A MODEL FOR ONBOARDING CANDIDATES FOR MEMBERSHIP
4. RECOMMITTING OF INITIATED BROTHERS TO SAE IDEALS
5. PROVIDE OPPORTUNITIES FOR BROTHERS TO EARN THEIR MEMBERSHIP
6. AWARD, REWARD, & RECOGNIZE MEMBERS FOR THEIR ACCOMPLISHMENTS AND ACHIEVEMENTS

The program's components involve:

### **MEMBER ONBOARDING**

Through a series of meetings following bid acceptance, members and candidates for membership have opportunities to meet with each other, commit and recommit to the ideals of our Ritual, and take time to think about how to integrate the candidates into the existing chapter.

All of this culminates with the initiation ceremony, and a period of reflection and discussion on the aims and ideals of our Ritual.

## **BROTHER-TO-BROTHER LESSONS**

Weekly lessons tailored toward the development of every member in the chapter. These lessons are facilitated by undergrads and enhance their understanding of the fraternity, its history, and its personal and professional relevance to help our members use the lessons of history throughout life.

Brother-to-Brother Lessons are divided into two types of lessons: Fraternal Growth Lessons & Phoenix Lessons

## **ACCOLADES**

In SAE, we earn our membership every day. Our Accolades program recognizes rewards, and awards members, chapters, and colonies for their achievements. Members earn accolades in various categories, and earning various accolades makes them eligible for certain prizes and recognition.

For those that earn these badges, there will be competitions and drawings for brothers to win prizes such as gift cards and SAE memorabilia like jeweled badges, posters, and much more.

The Phoenix Member Education Program should be immediately accessed by New Members after accepting their bid from their My SAE page. Any issues with access to the program should be addressed to James Irwin, Director of Member Education Programs at [jirwin@sae.net](mailto:jirwin@sae.net)

The group of changes that eliminated pledging and pledge programs 5 years ago, established member education as a key tenet. Defining expectations for our members became known as The True Gentleman Experience.

The True Gentleman Experience realigned the Fraternity with the original member experience that Noble Leslie DeVotie and our Founding Fathers intended. There was never a pledging process as we know it today because they were more selective in determining which men made excellent candidates to join. They evaluated his character and leadership and befriended him to determine if he would be a good addition to Sigma Alpha Epsilon; similar to the aforementioned 365 Recruitment process. And only when they were certain he would make a good brother did they offer him an invitation to become a member.

A candidate for membership should prove his worth through the friendship process, not through an ordeal or trial during a pledging process. We are eliminating second-class citizenship in Sigma Alpha Epsilon.

The biggest challenge we have faced when we are confronted with problems within chapters is that we cannot guarantee our members are doing what we expect them to do. This member education change gets rid of the biggest prize that active brothers hold: the “initiation carrot” they dangle over pledges’ heads. The pledging structure that was introduced in the past century only created a tiered system that has been increasingly difficult.

Sigma Alpha Epsilon appreciates and understands that many chapters and colonies have been doing great things with their new-member or existing pledge programming. A lot of groups have programs in writing and do not treat their new members like second-class citizens. But there have been too many negative issues and incidents that have grown out of chapters that are not following suit; the ones that serve no educational purpose and fail to produce good, productive members. Ultimately, the True Gentleman Experience and its new successor the Phoenix Member Education program will allow the good chapters and colonies to prosper as they have — and should raise the bar and expectations for groups that have failed to meet our standards.

**There is a common misperception that new members or pledges have to prove themselves worthy of membership in Sigma Alpha Epsilon.** But consider this fact, Harry Bunting, Billy Levere and John Moseley did not have pledge process as we know it. Levere got his bid on a Friday and joined and was initiated on a Sunday. And Moseley was an upperclassman who had a busy academic schedule and joined at an age that most students would never consider. Certainly, their experience did not impact their great contributions to SAE history.

The pledge process has done nothing to prove that some of our best leaders would contribute to advancing Sigma Alpha Epsilon’s cause. We’ve had a Past Eminent Supreme Archon, Past Eminent Supreme Recorders, Province Archons and alumni volunteers and staff who never had a pledge process or never had a collegiate experience. Their contributions are no less important.

Sigma Alpha Epsilon strives for chapter unity, not pledge-class unity. And the reality is that most pledging processes create cliques and factions in the chapter because pledges were “trained” to believe that they act as one unit. Society does not act like one unit. While we may work together on common causes, we each have different personalities, backgrounds and convictions. Nobody should be forced to think or act a certain way in order to gain membership.

We realize that members may take major issue with this change, but the loudest objections lead us to ask, “What are you trying to protect?” If a chapter is doing the right things in their education program that are truly consistent with their values, then there is nothing to worry about in eliminating pledging.

Remember that when you signed your Scope of Association you agreed to not be hazed or have to pledge to join a Sigma Alpha Epsilon chapter. If you have a question or concern about your chapter in regard to pledge programs or hazing, please contact your Regional Director and/or the Fraternity Service Center.

## **E. Scholarship & Community Service Expectations**

Members are required to meet each of these expectations annually to remain in good standing:

- Must maintain a GPA of 2.5 (minimum, per Fraternity Laws) or higher as specified by the chapter's by-laws
- Must be financially current or be enrolled in an approved payment plan with the University since we are a University owned house.
- Must be involved in at least one additional campus or community organization.
- Must complete a minimum of 20 service hours per academic year
- Must meet National Fraternity educational program requirements for his year in school as defined by the SAE True Gentleman Experience & Phoenix Education Programs

## **F. Alumni Outreach**

NY Alpha will continue its annual Alumni Communications Program to continue to dialog with Alumni, raise funds for the Hillcrest House Development Fund and the NY Alpha Alumni Association Dues Fund.

A capital campaign will be initiated to seek 5-year donation pledges from prominent alumni to support the reinstatement of the active chapter at Cornell financially, so the new chapter has adequate runway for staying power on campus.

We will maintain a dynamic and active Alumni Association and Active Chapter Alumni Advisory Committee to implement the Chapter Advising Model of self-governance. All alumni serving on the Chapter Advisory Committee will enroll in the Alumni Advisor Training Webinar at the [My SAE Learning Center](#)

### [Alumni Advisor Training](#)

#### [Table of Contents](#)

- [Alumni Advisor Overview](#)
  - [Becoming a Chapter Advisor](#)
  - [Guidelines, Philosophy, and Ways to Engage](#)
  - [Advisor Resources](#)
  - [Greek Advisors and House Corporations](#)
- [Alumni Advisory Boards](#)
  - [Five- Advisor Model](#)
  - [Eight-Advisor Model](#)
  - [Effective Practices of Alumni Advisory Boards](#)
- [True Gentleman Experience](#)
  - [Bid-to-initiate Phase](#)
  - [Member Education Phase](#)
  - [Standards and Requirements of Membership](#)
  - [Approving Local Modules](#)
- [Membership](#)

- [Events](#)
- [Three Entities of SAE](#)
- [Social Media Safety](#)
- [Sigma Alpha Epsilon's Social Media](#)

## **G. Social Conduct / Risk Management Policies of SAE National – Minerva’s Shield**

### **1. Personal Conduct**

- a. The conduct and/or activities specifically enumerated on the next page, regardless of the time, place and/or manner in which they occur, fall outside the scope of the member’s responsibilities, duties and association with SAE. Should the member engage in the conduct and/or activities specifically enumerated on the next page, the member understands and agrees (1) he is acting outside the scope of his responsibilities, duties and association with SAE, (2) he accepts sole responsibility for his conduct and (3) he agrees SAE is not, and shall not be, considered legally liable or vicariously liable for his conduct.
- b. The following conduct and/or activities expressly fall outside the scope of a member’s responsibilities, duties and association with SAE:
  - i. Any act by the member which constitutes a violation of any criminal or civil law in the state in which the act occurred.
  - ii. Any act by the member which constitutes a violation of (a) SAE’s Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and/or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is located.
  - iii. Any act by the member which constitutes hazing as that term is defined by (a) SAE’s Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and /or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is domiciled.
  - iv. Participating in or submitting to hazing in any form. The member agrees not to submit to hazing. The member will not allow himself or anyone else to be hazed by any person. The member agrees to report to the Fraternity Service Center any activities that could potentially constitute the hazing of any person associated with SAE.
  - v. Any intentional conduct by the member which results in physical or mental injury or property damage.
  - vi. Attendance or sponsorship of any event by member(s) of SAE, where (a) the event is not planned, promoted and approved by SAE at either the local or Fraternity level, (b) the event does not strictly conform with all of SAE written health-and-safety policies governing the sale and/or distribution of alcohol, and (c) the event does not strictly conform with all the law of the state where the event was held.
  - vii. Participating in, sponsoring, organizing or condoning any pledge or new member process. The member and SAE agree that there is no pledge process or new-member process in SAE. The member specifically acknowledges that there is no membership classification known as “pledge” in SAE. The member agrees to report to the Fraternity Service Center any attempt by any chapter or individual to conduct a pledge or new-member process or any attempt by any

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

- c. Further the member and SAE agree that any provisions of this document which are prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. This document, including all matters of construction, validity and performance, shall be governed by and construed and interpreted in accordance with the laws of the State of Illinois without giving effect to choice of law or conflicts of law provisions thereof. The member agrees to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be necessary or appropriate to give full force and effect to the terms of this document.
- d. As a member of SAE, I understand this is a legally binding document. I warrant I have reached the legal age of majority in the state where this contract was executed. I further warrant I have the capacity to read and understand each and every provision of this document.

## **2. Hazing**

- a. Punishments for hazing can range from member expulsion to the closure of the chapter in question. Anyone who chooses to engage, or permit acts of hazing will not be covered in our general liability-insurance policy. If you know hazing is taking place, SAE requires you to reach out to the Fraternity Service Center, so you may, so we may calmly resolve the issue, stop the behavior in question, and intervene to re-educate when possible. Additionally, you are encouraged to call our anonymous hazing hotline at 1-888-NOT-HAZE. Hazing is defined as, any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a member or guest. Hazing activity includes, but is not limited to, examples such as:
  - i. Strenuous Physical Activity (i.e., calisthenics, required workouts)
  - ii. Physical Abuse (i.e., beating; paddling; branding; forced or coerced consumption of food, alcohol and/or illegal substances)
  - iii. Emotional Abuse (i.e., promoting humiliation and/or embarrassment; taunting; ridiculing; belittling; undermining; prejudicial or discriminatory remarks on one's culture, cultural practices, race, ethnicity, nationality, disability, sexual orientation, etc.)
  - iv. Psychological Abuse (i.e. sleep deprivation, threatening remarks, mocking)

## **3. Alcohol**

- a. THE POSSESSION, USE, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES MUST BE IN COMPLIANCE WITH ANY AND ALL APPLICABLE FEDERAL, STATE, AND CITY LAWS AND UNIVERSITY REGULATIONS. It is each member's responsibility to familiarize themselves with the drinking-age laws, regulations-of-sale laws, open-container laws, and other laws pertinent to the local jurisdiction, specifically social-host liability. a. Members or guests under the legal drinking age may not consume, possess, or be provided alcohol. b. The chapter cannot use funds to purchase or provide any alcohol, regardless of age.
- b. "SLUSH FUNDS," "PASSING THE HAT," OR ANY COLLECTION OF MONEY FROM BROTHERS TO PAY FOR ALCOHOL IS PROHIBITED BECAUSE IT FALLS UNDER THE RULE

AGAINST USING CHAPTER FUNDS TO BUY ALCOHOL. BAR MINIMUMS MAY NOT BE COVERED USING CHAPTER FUNDS.

- c. THE SALE OF ALCOHOL DIRECTLY THROUGH THE CHAPTER TO ANY INDIVIDUAL IS PROHIBITED. THIS INCLUDES SELLING TICKETS OR CHARGING ADMISSION TO ANY SOCIAL EVENT OR ANY OTHER DIRECT OR INDIRECT MEANS OF DISTRIBUTION. The chapter exposes itself and all of its members to a high level of risk if it sells alcohol, and many problems can arise. The insurance that bars carry is very expensive, even though they have hired security and have all necessary permits. Your chapter is not insured to sell alcohol. More importantly, your chapter does not have a license to sell alcohol and would be breaking state and local laws by selling alcohol. If a tragedy does occur, and the chapter or members have purchased the alcohol, the chapter and every individual member may be held responsible in a lawsuit, which can lead to jail time and/or fines. In addition, all parties responsible for purchasing the alcohol will likely not be covered under insurance.
- d. ALCOHOL ABOVE 15% ABV (30 PROOF) OF ANY VARIETY IS PROHIBITED AT ANY SAE EVENT OR ANY FRATERNITY-RELATED FACILITY OR PROPERTY. This includes, but is not limited to, BYOB events, events using third-party vendors, events at chapter facilities and or satellite houses, and alumni/parent events where undergraduate members are present.
- e. NO FRATERNITY EVENTS THAT INCLUDE ALCOHOL SHALL OCCUR DURING THE SEVEN CALENDAR DAYS FOLLOWING THE START OF EACH ACADEMIC YEAR OR THE FIVE CALENDAR DAYS PRECEDING FINAL EXAMS, DURING FINAL EXAMS AND DURING THE ONE CALENDAR DAY AFTER FINAL EXAMS.
- f. RECRUITMENT EVENTS MUST BE DRY. THIS INCLUDES ANY EVENT WHERE POTENTIAL RECRUITS MAY BE IN ATTENDANCE.
- g. MEMBER-EDUCATION ACTIVITIES MUST BE DRY. EACH CHAPTER MUST INCLUDE ALCOHOL AWARENESS IN ITS MEMBER-EDUCATION PROGRAMMING EACH SEMESTER.
- h. NO ALCOHOL MAY BE SERVED OR PRESENT AT A PHILANTHROPIC OR SERVICE EVENT SPONSORED BY THE CHAPTER. NO INDIVIDUAL IN ATTENDANCE SHOULD BE UNDER THE INFLUENCE OF ALCOHOL.
- i. COMMON-CONTAINER (PUNCH, KEGS, CASES OF BEER, ETC.) AND COMMON-SOURCE ALCOHOL DISTRIBUTION IS PROHIBITED ON CHAPTER PROPERTY AND AT ANY CHAPTER EVENT NOT AT A THIRDPARTY ESTABLISHMENT LICENCED AND INSURED TO PROVIDE ALCOHOL.
- j. HIGH-RISK DRINKING IS NOT TO BE CONDONED AND DRINKING GAMES ARE PROHIBITED. High-risk drinking is the act of consuming alcohol that causes increased risk to the member's health or the safety of others. This includes but is not limited to: beer bongs/funnels, keg stands, binge drinking, etc. Drinking games create an environment of competition and aggression and can lead to increased alcohol consumption and potential violence. If a member observes high-risk drinking, they should intervene and stop the behavior.
- k. DO NOT SERVE ALCOHOL TO ANYONE WHO APPEARS INTOXICATED. IF SOMEONE IS OVERLY INTOXICATED, DON'T IGNORE THE SITUATION OR TRY TO CARE FOR HIM OR HER YOURSELF. UTILIZE SAE'S GOOD SAMARITAN POLICY AND SEEK MEDICAL ATTENTION. CALL 911 AND STAY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.
- l. NO PERSON CAN BE FORCED TO DRINK. If someone does not want to drink, do not force him or her to do so. It is the individual's right to refuse, and you are obligated to respect that decision. This includes, but is not limited to, any form of coercion or peer pressure.

- m. WHEN ALCOHOL IS PRESENT, FOOD AND NON-ALCOHOLIC BEVERAGES SHOULD BE AVAILABLE. It is good practice to have ample food and non-alcoholic beverages available when people choose to drink alcohol. If guests do not want to drink, they will have another option readily available. Food can also help reduce the adverse effects of alcohol.
- n. **BE YOUR OWN BARTENDER.** This phrase brings different meaning to the term BYOB. We strongly urge all involved in any activity with alcohol to be well versed in this approach, [referenced here](#). Hallmarks of this approach include no hard alcohol, a ticket system, wristbands, and clear distinction of alcohol-related rules.
- o.

#### **4. Drugs, controlled substances, and firearm policies**

- a. Drugs, Controlled Substances, & Firearms- Illegal drugs and controlled substances have been a nagging problem in the university world for decades. The choice to have drugs on chapter property is a choice that endangers your chapter immediately. Drugs should not be tolerated in association with Sigma Alpha Epsilon in any way. These guidelines are to be followed and will help create a healthy chapter environment. If you need additional resources or help, contact the Fraternity Service Center.
  - i. **WHERE STATE AND FEDERAL LAWS CONFLICT, YOU ARE BOUND BY THE STRICTER LAW.**
  - ii. THE POSSESSION, SALE AND/OR USE OF ANY ILLEGAL DRUGS DURING A CHAPTER EVENT, ON ANY CHAPTER PROPERTY OR AT AN EVENT THAT COULD BE ASSOCIATED WITH SIGMA ALPHA EPSILON IS PROHIBITED.
  - iii. **THE ABUSE OR SALE OF ANY CONTROLLED SUBSTANCE DURING A CHAPTER EVENT, ON ANY CHAPTER PROPERTY OR AT ANY EVENT THAT COULD BE ASSOCIATED WITH SIGMA ALPHA EPSILON IS PROHIBITED.**
  - iv. **IF A MEMBER IS SUSPECTED OF SUBSTANCE ABUSE, IT IS HIGHLY RECOMMENDED THAT THE CHAPTER SEEK PROFESSIONAL ASSISTANCE AND ATTEMPT TO ADDRESS AND RESOLVE THE PROBLEM. PROFESSIONAL COUNSELING SHOULD BE USED IN THIS EFFORT, AND SUCH SERVICES ARE USUALLY AVAILABLE VIA UNIVERSITY HEALTH SERVICES.**
  - v. EACH CHAPTER SHOULD INCLUDE DRUG AWARENESS IN ITS MEMBER-EDUCATION PROGRAM. The goal of this program is to make our chapters and members aware that all forms of illegal drugs are both dangerous and prohibited and that bringing drugs into the house or chapter activities will have adverse consequences for the chapter and its members.
  - vi. THE FRATERNITY RECOMMENDS THAT NO FIREARMS — INCLUDING BEE BEE, PELLET OR AIR GUNS OF ANY TYPE — BE STORED OR PERMITTED IN CHAPTER HOUSES OR ON FRATERNITY PROPERTY.

#### **5. Sexual Assault & Misconduct**

- a. Sexual interactions must be consensual, and that consent needs to be arrived at without impairment and freely. Sexual assault and misconduct affect both males and females. Consent must be continuous and affirmative. You must know and follow all laws related to consent. Consent must be verbal, uncoerced, and unambiguous throughout the encounter. You cannot assume or infer consent simply because there was not a verbal “No” given or because of a previous encounter with the same person. Some of the examples below show that it is possible for a person to commit sexual misconduct even though it may appear that consent has been given.

- i. INEBRIATION: Inebriation occurs when a person is under the influence of alcohol or other drugs. In most states, a person cannot legally give consent when that person is inebriated. If someone is under the influence, there is the potential that the choices and decisions that are made would not be made if that person were unimpaired. Engaging in sexual acts when drinking or being otherwise impaired presents great personal and legal risk.
- ii. COERCION: Coercion is the threat or act of violence to force consent. If someone is frightened of what will happen unless that person goes through with an act, and this is the reason that person agrees to the act, then consent has not been reached freely. Likewise, you cannot obtain consent through intimidation.
- iii. SEDUCTION: Seduction in this context includes lying or using false pretenses to create consent. The bottom line is consent must be freely and knowingly given.

**6. Sexual Assault & Misconduct Response Plan for our Sexual Assault & Misconduct Response Protocol**

- a. The Eminent Archon and Health & Safety Officer should have a copy readily available. Chapters should consider incorporating specific contact information for your campus Title IX Officer as well as any relevant university or college policies within this plan to ensure it accurately reflects your institution’s process. Remember, all members should be familiar with the plan. The chapter should periodically review the program during both chapter and executive-officer meetings each semester.
  - i. CONTACT AND COOPERATE WITH ALL LOCAL AUTHORITIES. CALL 911 IN THE EVENT YOU HAVE DIRECT INFORMATION REGARDING AN ALLEGATION OF SEXUAL ASSAULT AND/OR RAPE.
  - ii. CONTACT THE CHAPTER DEVELOPMENT STAFF FOR YOUR DISTRICT.
  - iii. CONTACT YOUR CHAPTER ADVISOR AND PROVINCE ARCHON.
  - iv. CONTACT YOUR UNIVERSITY FRATERNITY/SORORITY LIFE ADVISOR OR APPROPRIATE CAMPUS-BASED PROFESSIONAL. YOU SHOULD ALSO NOTIFY THE SCHOOL’S TITLE IX OFFICE. COOPERATE FULLY WITH THE UNIVERSITY AND TITLE IX OFFICE’S INVESTIGATION.
  - v. SUBMIT AN INCIDENT REPORT ONLINE AT WWW.SAE.NET/INCIDENT-REPORT.
  - vi. WORK CLOSELY WITH YOUR ALUMNI ADVISORS AND THE HOUSE CORPORATION, IF APPLICABLE.
  - vii. IF A MEMBER IS ALLEGED TO BE INVOLVED, TEMPORARILY SUSPEND THE MEMBER PENDING THE OUTCOME OF THE TITLE IX, LOCAL AUTHORITY AND FRATERNITY INVESTIGATIONS.
  - viii. BE OPEN AND HONEST DURING ALL INVESTIGATIONS.
  - ix. REFRAIN FROM CONTACTING AND/OR INVESTIGATING THE ALLEGED ACT OF ASSAULT AND/OR MISCONDUCT DIRECTLY, INCLUDING REFRAINING TO CONTACT THE ALLEGED ASSAILANT OR VICTIM. IF A MEMBER IS A VICTIM, THE CHAPTER SHOULD SERVE AS A RESOURCE, SEEKING ASSISTANCE FROM THE UNIVERSITY OR COLLEGE COUNSELING OFFICE. IF A MEMBER IS THE ACCUSED PERSON, THE CHAPTER OR COLONY SHOULD RECOMMEND HE SEEK PROFESSIONAL COUNSEL IN THE FORM OF AN ATTORNEY — BUT TO REITERATE, THE CHAPTER OR COLONY SHOULD REFRAIN FROM INVESTIGATING THE ALLEGED INCIDENT.

**7. Designated-Driver Programs**

- a. The Fraternity prohibits safe-driver programs hosted or operated by a chapter. Although intentions are good, there are better alternatives. Rather than staff a safe-ride program,

we recommend the chapter use a trained third party like a bus company, Uber, or Lyft to perform the same function.

- b. Official Policy on Safe-Ride Programs
  - i. Any individual who drives or provides transportation in conjunction with Fraternity activities must obey all applicable driving laws. Vehicles must be properly maintained, not overloaded, and operated in a safe manner. Rental vehicles must be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator.

## 8. Defining a Chapter Event

- i. There is no black-and-white rule about what constitutes a chapter event. Let common sense dictate. Ask yourself whether any of the statements below apply to your activity. If you answer yes to any one of them, then it is likely considered a chapter event. If you are not sure, contact your university or the Fraternity Service Center for advice at (847) 475-1856 or (800) 233-1856.
- b. It is always better to ask before the event rather than after.
  - i. THE EVENT APPEARS TO BE OR IS PLANNED BY THE CHAPTER.
  - ii. THE EVENT OR INFORMATION CONCERNING THE EVENT WAS ANNOUNCED AT A CHAPTER MEETING OR DISCUSSED AND ORGANIZED AS A CHAPTER EVENT WITH THE MEMBERS THROUGH ANY MEANS, INCLUDING EMAILS, CHAPTER MINUTES, SOCIAL-NETWORKING WEBSITES, APPS OR TEXT MESSAGES.
  - iii. THE EVENT WAS FORMALLY SPONSORED BY A CHAPTER, WHETHER UNDERGRADUATE OR ALUMNI.
  - iv. INFORMATION CONCERNING THE EVENT WAS PUBLICLY POSTED OR POSTED IN THE CHAPTER HOUSE OR MEMBERS' LIVING AREAS.
  - v. THERE WILL BE PLANNED ENTERTAINMENT (E.G., A DJ, LIVE BAND, ENTERTAINMENT, ETC.) THAT WAS EITHER PLANNED OR PAID BY THE CHAPTER.
  - 6. THE CHAPTER HAS EITHER PLANNED OR PAID FOR SECURITY SERVICES.
- c. Event types
  - i. IN-HOUSE EVENT (HELD AT CHAPTER FACILITIES) In-house events, or invites, are restricted to chapter members and a set number of personal guests. The maximum number of guests is determined by the fire marshal based on the size of the chapter house. A list of the guests should be prepared at least one week before the event or more as required by the university. Guests are the responsibility of the member who invited them. Only individuals on the list should be allowed into the event. All events with alcohol must be bring-your-own-beverage (BYOB), unless the chapter is using a third-party vendor according to the terms of these policies. Regardless of whether the event is BYOB or has a third-party vendor, any alcohol present or consumed must be below 15% ABV.
  - ii. THIRD-PARTY ESTABLISHMENT EVENTS A third-party establishment is any place that serves alcohol with the proper license and permission from the city and the state, such as bars and banquet halls. Sigma Alpha Epsilon strongly encourages its chapters to have third-party events rather than social events on their own property. Every third-party event should have a cash bar, which may only be

operated by a properly licensed and insured third-party vendor. A chapter, and its members, cannot operate a cash bar. There are generally three different types of events that a chapter may have. They include: • Invite • Date or Couple • Formal Dance.

- iii. SOCIAL EVENTS WITH ALUMNI AND PARENTS Sigma Alpha Epsilon events that involve or include alumni or parents are subject to the same guidelines and regulations as those spelled out for chapter-sponsored social events. This guide details social policies for events at which both underage and those who are of the legal drinking age will be in attendance. Examples of these events include homecoming, parents' weekends, barbecues and tailgating. Note that if collegiate members are present, all of the provisions in this guide apply. For social events involving alumni and parents at which all of the attendees are 21 years or older, members should follow the BYOB or third-party vendor guide.
- iv. NON-ALCOHOLIC EVENT Non-alcoholic events are those that focus on an activity or theme where alcohol is not present. These events are a good way to build relations with other students or members of the community.
- v. COMMUNITY SERVICE AND PHILANTHROPIC EVENTS Philanthropic events are a great way to raise awareness and money for a specific cause. It is important that you are well prepared if you are hosting or that you follow the hosting organization's guidelines if you will be attending or participating in such an event. No alcohol may be present at philanthropic events.
- vi. EVENT SIZE The size of a chapter's event has important insurance implications. Your chapter risks voiding its insurance coverage when the ratio of guests to members exceeds 3:1. However, the ratio may be smaller for larger chapters. If you have questions about the size of your event, we encourage you to be proactive and seek advice from the Fraternity Service Center at (847) 475-1856 or (800) 233-1856.

## 9. Event Policies

- a. First we strongly recommend reviewing and using the [social event planning worksheet](#) that reviews much of the below information, including 3<sup>rd</sup> party vendor usage.
- b. Additionally, [specific guidance for third party vendors to distribute alcohol at chapter houses is found here](#) and will be strictly followed.
- c. SIGMA ALPHA EPSILON NATIONAL DOES NOT APPROVE OR REGISTER EVENTS. Because we do not have the ability or resources to control or supervise our chapters' and members' daily activities, we do not require our chapters to register their events with the Fraternity Service Center or our staff members. However, if you have questions regarding an event, you should speak with the Fraternity Service Center at (847) 475-1856 or (800) 233-1856 or one of your advisors to ensure your event complies with Minerva's Shield.
- d. CHAPTERS MAY NOT PURCHASE ALCOHOL If alcohol is purchased with chapter funds, your chapter's insurance coverage is void, and the chapter and every individual member may be held accountable. All events with alcohol should either be managed by a third-party vendor or follow bring-your-own-beverage (BYOB) guidelines or other procedures that may be established by your host school.
- e. LARGE EVENTS Open parties are not permitted. If a chapter is considering a large event, such as a concert, you are required to contact the Fraternity Service Center at (847) 475-

1856 or (800) 233-1856 and/or our insurance agent at least 30 days prior to the potential event. You will likely need to secure special-events insurance. Our liability insurance policy does not cover these types of activities. If your event exceeds 3:1 guest-to member ratio, please seek advice from the Fraternity Service Center.

- f. THEMED EVENTS In selecting themes, members must be aware of the message the theme sends to the community. First and foremost, themes may not be alcohol based. Second, themes may not intimidate or ridicule a person or group based on gender, ethnicity, national origin, race, sexuality, religious or cultural practices.
- g. EVENTS INVOLVING WATER, LIKE POOL PARTIES OR CANOE TRIPS, MUST BE FREE OF ALCOHOL. CONSTRUCTION FOR EVENTS MUST BE COMPLETED BY THIRD-PARTY PROFESSIONALS. Aside from simple party decorations, any construction projects for Sigma Alpha Epsilon events — social or otherwise — must be completed by local, licensed professional contractors with proof of acceptable general-liability coverage and a written contract. Examples include, but are not limited to, construction of stages, structures of any kind, pools, slip-and-slides, pathways, rope bridges, any wooden structures meant to support a person, car demolitions, bounce houses, construction of mud bowls for football. If you have a question as to whether an activity may fall within this prohibition, contact the Fraternity Service Center. In addition, consumption of alcohol at these types of activities or events, even with professional, licensed construction, is strictly prohibited.
- h. BOXING EVENTS ARE PROHIBITED. The Supreme Council recognizes the inherent danger of brain injuries from boxing. Accordingly, boxing tournaments, even for charity, are forbidden
- i. **NY Alpha Active Officers will ALSO make themselves aware of and abide by all the Risk Management and Social Event Policies of Cornell University listed at this [Sorority-Fraternity Life Procedures Cornell Website](#)**

## 10. Crisis management

- a. Part of any complete health-and-safety plan is to have crisis-management procedures and protocols in place. Although active risk management and appropriate planning reduce the chance of problems, accidents still do happen. Crisis-management plans ensure that in the event of an emergency, a chapter can respond appropriately. Examples of incidents include, but are not limited to:
  - i. Death or serious injury of a member or guest
  - ii. Fire in the chapter house
  - iii. Any injury or incident involving alcohol or social events
  - iv. Any injury or incident involving a member or non-member or both at or during a chapter event or on chapter property
- b. Although some incidents that occur may not escalate to a serious incident, sound practice dictates that you start the crisis management procedure as soon as something occurs. Do not wait until it becomes a serious concern. For example, if you learn an incident or injury has occurred, take action before it becomes a formal complaint. Provide emergency services as needed and gather the factual information to prepare an incident report. At the onset, you should gather the most complete information possible to complete the incident report form for the Fraternity Service Center.

- c. Crisis-Management Guidelines – The following is a list of suggestions that will help you prepare yourself for a crisis. Take the time to familiarize yourself with them and build a solid foundation for your crisis-management skills.
- i. ESTABLISH COMMUNITY AND UNIVERSITY MEDIA CONTACTS. Compile a list of all your local daily newspapers, weekly newspapers, radio stations and television stations. Have this list in the Eminent Archon officer notebook and be prepared to give this information to your Coordinator/Manager of Chapter Development, the Fraternity Service Center, your Province Archon, chapter adviser and, if applicable, house corporation president.
  - ii. DEVELOP A QUICK-REFERENCE CRISIS-MANAGEMENT PLAN DESIGNED FOR YOUR CHAPTER. Having a crisis-management plan ready to go could be the difference between positive impressions and negative press coverage that damages your chapter’s public image. No matter what you do to prepare for a tragedy, it is important to deal carefully, factually, and courteously with the media. Prepare to deal with the media by first discussing the matter with the Fraternity Service Center staff at (847) 475-1856 or (800) 233-1856.
  - iii. CONTACT A STAFF MEMBER OF THE FRATERNITY SERVICE CENTER TO REVIEW YOUR CHAPTER’S CRISISMANAGEMENT PLAN PERIODICALLY, BUT NO LESS THAN ONCE PER YEAR.
  - iv. PERIODICALLY REVIEW YOUR CHAPTER’S CRISIS-MANAGEMENT PLAN TO MAKE CERTAIN CONTACT INFORMATION IS UP TO DATE. AS WITH ALL HEALTH-AND-SAFETY PROTOCOLS, PREPARATION IS KEY. Having a good crisis-management plan is an important tool that we hope you will never have to use.
  - v. A CRISIS-MANAGEMENT PLAN ALONE IS NOT ENOUGH. The chapter needs to be aware of the plan and know how to implement and follow the plan if something does occur. The more people who are aware of and understand the plan, the greater the likelihood for successfully handling problems.
  - vi. EXPECT ANYTHING TO HAPPEN AT ANY TIME. You should not walk around in a state of constant worry but be familiar with the plan and be ready to put it into action immediately, as needed. The results are better, the quicker and more positively you respond.
  - vii. IF A CRISIS EVER DOES TAKE PLACE, DO NOT MAKE ANY ANNOUNCEMENTS UNTIL YOU ARE SURE THAT THE PROPER PEOPLE HAVE BEEN NOTIFIED AND THE CHAPTER IS INFORMED AS TO WHAT HAS HAPPENED. For example, you do not want to announce anything until you are sure the necessary officials and all family and friends have been appropriately notified. It is important that you use courtesy, good judgment and sensitivity when dealing with a crisis. Stick to the facts, and do not make assumptions or speculate. Some chapters have created their own crisis-management procedures by working with their host college institution, chapter advisers and house corporations. For chapters with a crisis-management plan, this document supplements those procedures by providing names and phone numbers of Fraternity Service Center staff who can be of assistance and some helpful guidelines. For chapters that do not have a crisis-management plan, this document provides a sound set of general crisis-management guidelines.
- d. Crisis-Management Protocol

- i. IN ALL POTENTIALLY DANGEROUS OR HARMFUL SITUATIONS, THE EMINENT ARCHON'S FIRST CALL WILL BE 911. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. The Eminent Archon's first task should always be to ensure the safety of our members and guests. In some cases, the first course of action is a call to 911, and the Eminent Archon should never hesitate to make the call. In other cases, calling for assistance may require restoring order and ending an event.
- ii. IF A CRISIS OCCURS, CLOSE THE CHAPTER HOUSE IMMEDIATELY. The Eminent Archon cannot establish and maintain control or communicate information if members are leaving or strangers are entering. Permit only chapter members, alumni and appropriate personnel to enter. Assign a few responsible members to courteously and calmly control access to the chapter house.
- iii. GATHER ALL FACTS. One of the keys to good crisis management is to know all the facts. Once the chapter is calm, start fact-finding to get all the information possible. Knowledge is one of the best tools in a crisis, so gather as many facts as quickly as you can.
- iv. THE EMINENT ARCHON WILL THEN NOTIFY: • The Fraternity Service Center • Host Institution • Chapter Advisor and House Corporation • Province Archon • Others as needed and appropriate
- v. SEEK ADVICE FROM THE AFOREMENTIONED CONTACTS. A crisis is always a challenge. The Eminent Archon may not be prepared to meet with the chapter and communicate information to others immediately. Make sure you are calm, utilize the Fraternity's resources and have a solid game plan when you speak to the chapter, the media or others. Use the above resources to guide you in communicating with members.
- vi. ASSEMBLE THE MEMBERS FOR A CHAPTER MEETING. Explain that there has been an incident and that the chapter house is temporarily restricted to members only. Advise members that after consulting with the Regional Coordinator/Manager of Chapter Development and Chapter Adviser, the Eminent Archon will be the official spokesperson for the chapter regarding the incident. In the interest of communicating factually and consistently, urge members to avoid speculation and discussing the incident with others until all the facts are known. Stick to the facts and avoid confusion by not speculating about the incident or potential outcome until the police, university officials and chapter adviser have been consulted.
- vii. WHEN THE NEWS MEDIA CONTACT THE CHAPTER, DIRECT THE INQUIRY TO THE SPOKESPERSON AT THE FRATERNITY SERVICE CENTER, WHO WILL KNOW HOW TO HANDLE THE REQUEST. The spokesperson for the Fraternity Service Center will consult with all parties involved and prepare a formal statement to be released upon request. Do not comment or say anything else to the media. Your only response should be, "We cannot comment on the incident, but we have a spokesperson at our national headquarters who can." Then, proceed to give the media representative the necessary contact information.
- viii. THE EMINENT ARCHON SHOULD CONSULT WITH ADVISORS AND FRATERNITY SERVICE CENTER TO APPOINT AN ACCIDENT INVESTIGATION TEAM. The team should consist of: a. Fraternity Service Center staff b. Chapter Advisor c. House Corporation member d. Health & Safety Officer The accident investigation team should follow these guidelines: a. Investigators are to use the prepared

- questions from the incident report form. b. All chapter members are required to cooperate in the investigation. Those refusing to do so should state their reasons for not cooperating. c. All detailed summaries should be developed as an addendum to the incident report. Include all names, addresses and phone numbers of witnesses, as well as a statement from each witness.
- ix. THE WRITTEN REPORT OF THE INVESTIGATION SHOULD BE SUBMITTED TO THE FRATERNITY SERVICE CENTER OR REGIONAL MANAGER OF CHAPTER DEVELOPMENT AS QUICKLY AS POSSIBLE AND NOT LATER THAN 24 HOURS AFTER THE INCIDENT.
  - x. THE FRATERNITY SERVICE CENTER WILL REVIEW THE REPORTS AND REQUEST CLARIFICATIONS OR SUPPORTING DOCUMENTATION, IF NECESSARY. A final report will then be submitted to the Fraternity Service Center within 24 hours.
  - xi. THE FRATERNITY SERVICE CENTER WILL REVIEW THE REPORTS AND ASSIST IN ADDRESSING THE CRISIS. The Fraternity Service Center will review the incident and provide resources to assist in addressing the incident with all constituents in mind. The goal of the Fraternity Service Center is to assist the chapter in responding effectively and dealing appropriately.
- e. Protocol for Serious Injury or Death of a Member or Guest
- i. USE A PROFESSIONAL TO NOTIFY THE FAMILY. In the event of a serious injury or death, trained medical or police personnel will notify the family. The chapter should always collect and have parent/guardian information on file each semester for each member and make it available to appropriate authorities if a crisis occurs. After the family has been notified, it is appropriate for the Eminent Archon, Coordinator/Manager of Chapter Development and/or Province Archon to communicate on behalf of the chapter.
  - ii. IN THE EVENT OF A DEATH, DO NOT REMOVE ANY PERSONAL ITEMS FROM THE DECEASED MEMBER'S ROOM. Do not let members enter the room. Temporarily move the deceased member's roommate to another room in the house, and allow only authorized personnel to enter the room. If possible, keep the door locked. When appropriate, ask the family and follow its wishes with respect to the member's possessions. Understand that is a difficult time for them and that the family may want privacy.
  - iii. COORDINATING THE CHAPTER'S AND MEMBERS' ATTENDANCE AT THE FUNERAL OR MEMORIAL CAN BE AN EFFECTIVE WAY OF COLLECTIVELY HELPING ALL CONCERNED DEAL WITH THE TRAGIC LOSS OF A FRIEND OR BROTHER. Your chapter should work together with the family to coordinate any attendance of chapter members at memorial services. Ask the family their wishes regarding attendance, flowers, memorials, and gifts.

## **H. House Management**

Managing a fraternity is the process by which a chapter goes from being a purely social group to being a legitimately professional organization on a college campus. A fraternity is a group of young undergraduate men who come together to achieve social, philanthropic and academic goals while striving to become better men and leaders in their university communities.

One might ask, what is the difference between a fraternity chapter and a group of friends who get together to play a game of pool, watch a sporting event and grill food together? How is a fraternity

different from friends who volunteer for a local blood drive to support a good cause or who get together to study and improve their academic success?

Once examined, it becomes clear that the difference is **fraternity management**.

But what exactly *is* fraternity management?

**A fraternity chapter manages its activities throughout each semester, guided by a set of principles and regulations enacted by a hierarchy of officers who help oversee finances, chapter operations and chapter house living, among other chapter activities. These officers also manage with the help of national advisors and university officials, while fostering alumni relations to the best of their abilities.**

But fraternity management isn't a monolithic structure imposed on the brothers of a chapter. It's more akin to a well-oiled machine with many moving parts, each as important as the rest to keeping the chapter going. If one part stops working, the machine breaks. It's as simple as that. It's also (frustratingly) as complicated as that.

Rather than acting alone as an executive of your chapter, the fraternity president serves as part of a structure of leadership that compliments each element of fraternity management, including the vice president and [treasurer](#), among other officers and related committees.

The president oversees the chapter in general, ensures bills are paid and forms are filled and acts as the general spokesperson. He must guide his brothers as a role model and encourage his chapter to grow and prosper in the larger Greek community. He must lead rituals and chapter meetings, be a disciplinarian when necessary and keep a constant finger on the pulse of the chapter's progress. He must inform and consult the university and national about the chapter's progress or lack thereof. He has the final say on many chapter matters.

A vice president may be seen as a more complimentary, hands-on role to carry out the president's vision (and that of the chapter and fraternity overall). A vice president might also have a role of micro-managing his fraternity in certain areas, while not having that role in other areas. Some of the vice president's jobs might include: leading executive council meetings and the by-laws committee, having a hands-on role in overseeing all committee chairmen (without being overbearing), helping with officer transitions, being a positive influence on brothers, checking chapter reports and even taking on the president's responsibilities when he is unable to do so.

A treasurer can be seen as the financial leader of his chapter and plays this specific role in guiding the chapter toward healthy fiscal fraternity management. While the treasurer is not usually considered an equal executive to the president and vice president roles, he leads the chapter in setting and managing the budget for each semester or year, as well as collecting membership dues and handling other financial matters such as banking and bill paying.

Other, non-executive officers and committee members of course play an important role in fraternity management. Each must plan and carry out the activities of his chair as effectively as possible, all while adhering to and enhancing the leadership of executive officers and the higher authorities mentioned above. Each must understand his defined role per the guidelines laid out for him and execute that role professionally and to the best of his ability.

However, it's also important that **all brothers take part in the management of their fraternity**. This means that each brother must act with, not against, the will of the chapter and fraternity at large. Each must pay his membership dues on time, attend study hours, maintain academic standards, follow the rules and house regulations and by doing so enhance the chapter's success. In other words, fraternity management means the entire fraternity must manage.

By maintaining this structure of fraternity management from national leadership and university officiating bodies, executive officers, other officers, committee members and all brothers in general, a fraternity chapter ensures its success as a professional campus organization that truly represents its letters.

In that spirit, all officers of NY Alpha will be required to take the appropriate Officer Certification courses at the My SAE Learning Center prior to assuming their new post. In addition, all officers will also be required to take the Alumni Advisor Training webinar to best learn how to work with the Alumni Association Board and Alumni Chapter Advisory Committee. All officers should familiarize themselves with the [SAE Resource Center](#) that houses the most current reporting requirements, forms and informational documents for the SAE national fraternity. Any questions on this topic can be answered at [support@sae.net](mailto:support@sae.net) or by our Regional Chapter Development Manager Brett Polen.

**It Takes Guts to Be A Fraternity House Manager.** Often times the house manager wields a lot of power, but with power comes responsibility.

The fraternity house manager has to, on top of his various other duties, balance empathy and mediation with tough love. This is no easy task. It takes guts. And sometimes it means telling brothers no.

In coordination with the risk management officer, the fraternity house manager must ensure that local, state and federal laws are followed on the property, as well as that all university and Greek Life housing regulations are followed to the letter. That means no hazing, no substance abuse and no other risky behavior that could endanger brothers in the house.

If "no" isn't good enough, it's your duty to inform the proper authorities, your chapter advisors, Alumni Board and House Corporation of misconduct.

That means being the bad guy because it's the right thing to do, and that takes guts.

Some of your tasks might include:

- collecting rent, fees, rental contracts and security deposits and making sure they're delivered to the housing corporation
- assessing fines for property damage
- overseeing maintenance and safety inspections
- fostering university and surrounding community relationships
- following Fraternity Risk Management guidelines
- keeping a clean, safe property that is secured during breaks and between semesters

Make sure potential [fraternity house renovations](#) are approved by the Alumni board, university and housing corporation before construction begins. You'll also have to handle other day-to-day tasks, all while juggling school and a social life.

The fraternity house manager carries a heavy load of responsibility on his shoulders. It's a wonderful life for you and your brothers when you take your responsibilities seriously. But if you don't, you'll have your fellow officers, fellow brothers, the alumni housing corporation and everyone else coming after you, and the consequences can be serious.

Asking for Help with Fraternity House Management Takes Guts. It's important to manage a fraternity house responsibly and dole out tough love for resident brothers; it's also important that a fraternity house manager knows his limitations, teams with his fellow officers and asks for help when he needs it.

In other words, there is a good chance you're going to run into a problem that stumps you at some point. Don't go it alone when there's so much on the line with the house property, and mistakes can be so costly. Talk to chapter advisors regularly, as well as the Alumni housing corporation when necessary. They're usually going to be much more knowledgeable than you about the finer details of managing the house and property, and it's in their best interest to know quickly when problems arise.

For tough discipline situations where a law or university statute isn't broken, and which can be handled in-chapter, talk with other officers such as the president and vice president. For difficulties collecting housing debts from brothers, brainstorm with the treasurer. And for preventing unsafe situations in the first place, go over the chapter's risk avoidance plan with the risk management officer to make sure you're on the same page.

Fraternity house management takes guts, period. What you do for your chapter is invaluable.

## **I. Ritual**

After receiving their bid all new recruits will immediately complete the Baseline Education in Sigma Alpha Epsilon Fraternity at the My SAE Learning Center. Subsequent to that they will read the Phoenix - the online Manual of Brotherhood in Sigma Alpha Epsilon and take the new member Phoenix Education Program to further educate and reinforce the rich history, legacy and rituals of Sigma Alpha Epsilon. The New member will then immediately complete initiation within 96 hours of receiving a bid to eliminate any 'pledging' period and temptation of hazing activities.

The NY Alpha Active Chapter will always be in possession of the latest set of SAE National's Eight Ritual Books. (current cost \$400) The Eminent Archon will be the keeper of the set of Ritual Books and see that Ritual is properly administered at NY Alpha according to National and local chapter by-laws.