

# National Risk Management Policy

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# Introduction

All activities planned in conjunction with Phi Sigma Pi National Honor Fraternity, shall take into account the health and safety of those in attendance. Fraternity policies apply to individual Initiates and Members and to each Chapter/Association collectively. While Phi Sigma Pi's National Office acts as a resource for Members and Chapters/Associations, we cannot and do not control or supervise the daily activities of our Members or Chapters/Associations. Members and Chapters/Associations are expected to know and adhere to all Fraternity policies as a condition of continued affiliation with Phi Sigma Pi.

## Insurance Coverage

Phi Sigma Pi secures insurance to provide for the financial security of the Fraternity in the case of a situation that results in harm. To qualify for coverage under Phi Sigma Pi's insurance program, Members and Chapters/Associations must follow all Fraternity policies, including those contained in this document. Failure to adhere to the National Governing Documents may void insurance coverage for individual Members and Chapters/Associations. In addition, any action that violates the law, including, but not limited to, underage drinking, hazing or sexual assault, is not covered by Phi Sigma Pi's insurance. As the Fraternity's insurance does not afford protection for outside parties, no Member or Chapter/Association may enter into any written or oral agreement under which the responsibility or liability of some party other than the Fraternity is assumed. Additional Insured status under the Fraternity's insurance requires the prior agreement of both the Fraternity and its insurers. A Member's personal insurance always stands ahead of Phi Sigma Pi's insurance.

## Policy Compliance

Failure to comply with Fraternity policies risks individual Member or Chapter/Association disciplinary action and loss of any general liability insurance coverage that may be available under our insurance program. If the Chapter/Association's Sheltering institution has a stricter policy than Phi Sigma Pi, Members and the Chapter/Association are expected to follow the stricter policy. If there is a direct conflict between a sheltering institution and Phi Sigma Pi policy, any Member may contact the National Office for guidance. Any violation of the National Risk Management Policy must be promptly reported to the National Office, in accordance with this document.

## Emergency Situation Reporting

In cases of a medical or safety-related emergency, the appropriate emergency responders should be contacted immediately. In the event that an emergency situation occurs at a Phi Sigma Pi Event, the National Office shall be notified immediately once the proper emergency responders have been contacted. The National President and Executive Director shall be

made aware of all emergency situations via an incident report completed by the individual receiving the initial report from the Member or Chapter/Association.

## Membership Agreement

The [Membership Agreement](#), which is signed by all Initiates, outlines the relationship between an individual and the Fraternity. Upon becoming affiliated with Phi Sigma Pi, an Initiate agrees to follow Fraternity policies and acknowledges other responsibilities throughout their time as a Phi Sigma Pi Member.

Agreeing to the Membership Agreement is a condition of membership and needs to be read carefully and understood by Initiates upon signing. Membership in Phi Sigma Pi is at all times voluntary and consensual, in consideration of being provided benefits commensurate with being a Member.

# Reporting and Response Policies

## Hazing Reporting and Response Policy

### Objective

The objective of this policy is to define hazing and to outline procedures for reporting hazing and responding to complaints according to the disciplinary process outlined in the **National Constitution** and **National Operating Policies**.

### Scope

This policy applies to all Members and Initiates of Phi Sigma Pi National Honor Fraternity.

### Prohibition

Members and Initiates are prohibited from conducting, engaging in or condoning any form of hazing, as defined below.

### Definitions

**Hazing** - Hazing is any action or situation where an individual recklessly or intentionally endangers the physical, psychological, or emotional health or safety of another individual, regardless of the person's willingness to participate. No individual can consent to hazing.

This includes, but is not limited to, any situation which, for the purpose of initiation or admission into, affiliation with, acceptance by, or as a condition for continued membership in an organization:

- Creates a risk of injury and/or death;
- Causes discomfort or embarrassment;
- Involves harassment or degradation;
- Involves humiliation or ridicule;
- Involves or includes the willful destruction or removal of public or private property.

Hazing activities also include any activity that violates any federal, state, or local statutes, or University policies regarding hazing.

**Complainant** - The individual who reports hazing to Chapter Leaders or to the National Office directly.

**Respondent** - The individual accused of hazing in a report to Chapter Leaders or the National Office.

### Filing a Complaint

If a Member or Initiate feels that they are being subjected to hazing, have been subjected to hazing in the past, or that they have witnessed hazing in any form, they should report the incident to a Chapter Leader or to the National Office directly via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org). If the incident involves one or more Chapter Leaders, it should be reported directly to the National Office.

It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. The National Office must be made aware of an incident of hazing so that it can take action according to the policies outlined in the **National Governing Documents**.

A complaint of hazing should be reported as soon as possible after an incident has occurred **[In cases of a medical or safety-related emergency, the appropriate emergency-responders should be contacted first and immediately]**, but may be reported at any time by a Member, Initiate, Chapter Leader, or any other individual who is made aware of an incident of hazing involving a Member or Initiate of Phi Sigma Pi National Honor Fraternity. To ensure the prompt and thorough investigation of a hazing complaint, the Complainant should report as much of the following information as is possible:

- The name of the Member(s) or Initiate(s), accused of hazing, as well as any position held by the accused individual(s);
- A description of the incident(s), including the date(s), location(s) and any other relevant details to aid in follow-up;
- The names of other individuals who may have had knowledge of the incident, been witnesses to the incident, or those who may have also experienced hazing by the same accused individual;
- Any documentation, including emails, photos, text messages, social media messages or posts, that provide context to the incident that occurred;
- Any other information the Complainant believes to be relevant to the hazing complaint.

### Responding to Conduct in Violation of Policy

#### *Chapter Leaders*

Chapter Leaders who receive a complaint of hazing must immediately report the complaint to the National Office via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org).

Additional responsibilities of Chapter Leaders include:

- Taking all complaints of alleged or possible hazing seriously;
- Knowing the responsibility of students to report incidents of hazing and to what campus office reports should be made;
- Complying with all University policies regarding hazing and reporting to the University;
- Educating themselves on available resources for those reporting hazing and promptly making that information available to the complainant and others involved;

- Taking any appropriate action, within the guidelines set forth in Chapter policies, to prevent further harm following an occurrence of hazing, as well as retaliation following a report;
- Keeping reports of hazing including, but not limited to, the identity of the Complainant and Respondent confidential.

### *National Staff*

The Standards and Practices Coordinator is the National Staff Member responsible for receiving, reviewing and initiating the process for any reported incidents of hazing.

The Standards and Practices Coordinator is responsible for:

- Monitoring the Contact Us Form and Risk Management email address for reports of hazing;
- Receiving and following up, in a timely manner, on a complaint of hazing as reported by a Complainant, who may or may not be a Member or Initiate involved in an alleged incident;
- Coordinating with Chapter Leaders regarding any appropriate action to prevent further harm or retaliation;
- Compiling an Official Incident Report for the National Council based on the information provided by the Complainant;
- Arranging for an investigation of the alleged hazing according to the **National Operating Policies**;
- Coordinating communication related to the disciplinary process and any action taken by the National Council, including summary suspension and approval of an investigation;
- Maintaining communication with outside entities contracted to facilitate the investigation process;
- Coordinating and communicating with the Sheltering Institution and/or law enforcement where the incident occurred, when necessary;
- Submitting a written report summarizing the results of the investigation to the National Council;
- Ensuring timely communication of the investigation outcome, including requests for statement from those facing disciplinary sanctions and final determinations made by the National Council.

### Discipline

Members and Initiates who are found to have violated this policy are subject to disciplinary action according to the **National Constitution** and **National Operating Policies**.

### Confidentiality

All complaints and investigations are treated confidentially to the extent possible. However, while Phi Sigma Pi will endeavor to keep such matters confidential, it is under no obligation to do so and there is no guarantee that information that may be considered confidential or sensitive will be kept confidential.

### Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a Complainant, or any other individual impacted, under Sheltering Institution policy or local, state or federal law. When notification of involvement by a Sheltering Institution office is provided, Phi Sigma Pi may suspend any investigation or disciplinary action, in the sole discretion of the National Council, until the conclusion of the Sheltering Institution's process.

### Administration

This policy will be administered through the Director of Standards and Practice in accordance with the **National Governing Documents** of Phi Sigma Pi.

# Alcohol and Illegal Substances Reporting and Response Policy

## Objective

The objective of this policy is to define the permitted use of alcohol and to outline procedures for reporting misuse of alcohol and/or use of illegal substances and responding to complaints according to the disciplinary process outlined in the **National Constitution** and **National Operating Policies**.

## Scope

This policy applies to all Members and Initiates of Phi Sigma Pi National Honor Fraternity.

## Prohibition

Members and Initiates are prohibited from misusing alcohol and from the use of illegal substances.

## Definitions

**Permitted Use of Alcohol** - Permitted use of alcohol shall be defined as any possession or consumption of alcohol that is permitted by law and occurs in accordance with Sheltering Institution policies; the **National Constitution** and **National Operating Policies** or any other applicable Fraternity policies, as same may be amended from time to time; and with any rules imposed on a particular event that was registered and approved by the Sheltering Institution.

**Misuse of Alcohol** - A Member or Initiate misuses alcohol when the individual possesses or consumes alcohol as is prohibited by law; Sheltering Institution policies; the **National Constitution** or **National Operating Policies** or any other applicable Fraternity policies, as same may be amended from time to time; or any rules imposed on a particular event that was registered and approved by the Sheltering Institution.

**Illegal Substances** - Illegal substances include any drugs or other controlled substances whose manufacture, possession, sale, or use is prohibited by federal, state or local laws or University policies.

**Complainant** - The individual who reports misuse of alcohol and/or use of illegal substances to Chapter leadership or to the National Office directly.

**Respondent** - The individual accused of misuse of alcohol and/or use of illegal substances in a report to Chapter leadership or the National Office.

## Filing a Complaint

If a Member or Initiate feels that they have witnessed misuse of alcohol and/or use of illegal substances, they should report the incident to a Chapter Leader or to the National Office directly via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org). If the incident involves one or more Chapter Leaders, it should be reported directly to the National Office.

It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. The National Office must be made aware of an incident of misuse of alcohol and/or use of illegal substances so that it can take action according to the policies outlined in the **National Governing Documents**.

A complaint of misuse of alcohol and/or use of illegal substances should be reported as soon as possible after an incident has occurred **[In cases of a medical or safety-related emergency, the appropriate emergency-responders should be contacted first and immediately]**, but may be reported at any time by a Member, Initiate, Chapter Leader, or any other individual who is made aware of an incident of misuse of alcohol and/or use of illegal substances involving a Member or Initiate of Phi Sigma Pi. To ensure the prompt and thorough investigation of a misuse of alcohol and/or use of illegal substances complaint, the Complainant should report as much of the following information as is possible:

- The name of the Member(s) or Initiate(s), accused of misuse of alcohol and/or use of illegal substances, as well as any position held by the accused individual(s);
- A description of the incident(s), including the date(s), location(s) and any other relevant details to aid in follow-up;
- The names of other individuals who may have had knowledge or been witnesses to the incident;
- Any documentation, including emails, photos, text messages, social media messages or posts, that provide context to the incident that occurred;
- Any other information the complainant believes to be relevant to the misuse of alcohol and/or use of illegal substances complaint.

### Responding to Conduct in Violation of Policy

#### *Chapter Leaders*

Chapter Leaders who receive a complaint of misuse of alcohol and/or use of illegal substances are responsible for reporting the complaint to the National Office via the Contact Us Form ([phisigmapi.org/contactus](http://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org).

Additional responsibilities of Chapter Leaders include:

- Taking all complaints of alleged or possible misuse of alcohol and/or use of illegal substances seriously;
- Knowing the responsibility of students to report incidents of misuse of alcohol and/or use of illegal substances and to what campus office reports should be made;
- Complying with all Sheltering Institution policies regarding the misuse of alcohol and illegal substances and reporting to the Sheltering Institution;
- Educating themselves on available resources for those reporting misuse of alcohol and/or use of illegal substances and promptly making that information available to the Complainant, Respondent and others involved;
- Taking any appropriate action, within the guidelines set forth in Chapter policies, to prevent further harm following an occurrence of misuse of alcohol and/or use of illegal substances, as well as retaliation following a report;
- Keeping reports of the misuse of alcohol and/or illegal substances including, but not limited to, the identity of the Complainant and Respondent, confidential.

#### *National Staff*

The Standards and Practices Coordinator is the National Staff Member responsible for receiving, reviewing and initiating the process for any reported incidents of the misuse of alcohol and/or illegal substances.

The Standards and Practices Coordinator is responsible for:

- Monitoring the Contact Us Form and Risk Management email address for reports of the misuse of alcohol and/or illegal substances;
- Receiving and following up, in a timely manner, on a complaint of misuse of alcohol and/or use of illegal substances as reported by a Complainant, who may or may not be a Member or Initiate involved in an alleged incident;
- Coordinating with Chapter Leaders regarding any appropriate action to prevent further harm or retaliation;
- Compiling an Official Incident Report for the National Council based on the information provided by the Complainant;
- Arranging for an investigation of the alleged misuse of alcohol and/or use of illegal substances according to the **National Operating Policies**;
- Coordinating communication related to the disciplinary process and any action taken by the National Council, including summary suspension and approval of an investigation;
- Maintaining communication with outside entities contracted to facilitate the investigation process;
- Coordinating and communicating with the Sheltering Institution and/or local law enforcement where the incident occurred, when necessary;
- Submitting a written report summarizing the results of the investigation to the National Council;
- Ensuring timely communication of the investigation outcome, including requests for statement from those facing disciplinary sanctions and final determinations made by the National Council.

#### Discipline

Members and Initiates who are found to have violated this policy are subject to disciplinary action according to the **National Constitution** and **National Operating Policies**.

#### Confidentiality

All complaints and investigations are treated confidentially to the extent possible. However, while Phi Sigma Pi will endeavor to keep such matters confidential, it is under no obligation to do so and there is no guarantee that information that may be considered confidential or sensitive will be kept confidential.

#### Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a Complainant, or any other individual impacted, under any Sheltering Institution policy, or local, state or federal law. When notification of involvement by a Sheltering Institution office is provided, Phi Sigma Pi may suspend any investigation or disciplinary action, in the sole discretion of the National Council, until the conclusion of the Sheltering Institution's process.

#### Administration

This policy will be administered through the Director of Standards and Practice in accordance with the **National Governing Documents** of Phi Sigma Pi.

# Bias Incidents Reporting and Response Policy

## Objective

The objective of this policy is to define bias incidents and to outline procedures for reporting bias incidents and responding to complaints according to the disciplinary process outlined in the **National Constitution** and **National Operating Policies**.

## Scope

This policy applies to all Members and Initiates of Phi Sigma Pi National Honor Fraternity.

## Prohibition

Members and Initiates are prohibited from engaging in, or condoning, any behavior that constitutes, condones or results in a Bias Incident or Hate Crime, as defined below.

## Definitions

**Bias Incidents** - Bias incidents shall be defined as conduct, speech, images, or expression that demonstrate conscious or unconscious bias targeting or discriminating against individuals or groups wholly or partially motivated by their identity.

**Identity** - Identity includes an individual's or group's actual or perceived race, ethnicity, color, national origin or ancestry, sex, gender identity or expression, sexual orientation, age, disability, religion, socioeconomic status or other social identities.

**Race** - Race is a grouping of humans based on shared physical or social qualities that result from genetic ancestry into categories generally viewed as distinct by society.

**Ethnicity** - Ethnicity is the culture of people in a given geographic region, including their language, heritage, religion and customs.

**Color** - Color is the pigmentation, complexion, or skin shade or tone, which may or may not be a characteristic of an individual's race.

**National Origin or Ancestry** - National origin includes the country where a person was born, the country of one's ancestors, a collective nationality group, as well as the physical, cultural, and linguistic characteristics of a particular national group, or an individual's association with people of a particular national origin.

**Gender Identity or Expression** - Gender identity refers to a person's internal, deeply felt sense of being a man or woman, or something other or in between, which may or may not correspond with the sex assigned at birth. While gender identity is not visible to others, gender expression is the way in which a person typically expresses their gender identity, through their appearance, dress and behavior.

**Sex** - Sex is the biological, chromosomal and anatomical features associated with maleness and femaleness in the human body.

**Sexual Orientation** - Sexual orientation refers to the gender(s) to which an individual is emotionally, physically, and romantically attracted.

**Disability** - Disability is a condition or function which may be known or perceived to be significantly impaired relative to the usual standard of an individual or group. Disability may refer to physical impairment, sensory impairment, cognitive impairment, intellectual impairment, mental illness, and various types of chronic disease.

**Religion** - Religion is a system of beliefs, usually spiritual in nature, and often in terms of a formal, organized denomination.

**Socioeconomic Status** - Socioeconomic status is the social standing or class of an individual or group often measured as a combination of education, income, and occupation.

**Social Identities** - Social identities involve the ways in which an individual characterizes themselves, as well as their affinities with other people, learned behaviors in social settings and values and norms that one recognizes or accepts in themselves and their everyday behaviors.

**Hate Crime** - A hate crime is an act of bias or discrimination that is criminal, not merely an expression of an intolerant opinion, according to applicable laws. All hate crimes are bias incidents, but not all bias incidents are hate crimes.

**Complainant** - The individual who reports bias incidents to Chapter Leaders or to the National Office directly.

**Respondent** - The individual accused of bias incidents in a report to Chapter Leaders or the National Office.

#### Filing a Complaint

If a Member or Initiate feels that they have witnessed a bias incident, they should report the incident to a Chapter Leader or to the National Office directly via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org). If the incident involves one or more Chapter Leaders, it should be reported directly to the National Office.

It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. The National Office must be made aware of bias incidents so that it can take action according to the policies outlined in the **National Governing Documents**.

A complaint of a bias incident should be reported as soon as possible after an incident has occurred **[In cases of a medical or safety-related emergency, the appropriate emergency-responders should be contacted first and immediately]**, but may be reported at any time by a Member, Initiate, Chapter Leader, or any other individual who is made aware of a bias incident involving a Member or Initiate of Phi Sigma Pi. To ensure the prompt and thorough investigation of a bias incident complaint, the Complainant should report as much of the following information as is possible:

- The name of the Member(s) or Initiate(s), accused of engaging in a bias incident, as well as any position held by the accused individual(s);
- A description of the incident(s), including the date(s), location(s) and any other relevant details to aid in follow-up;

- The names of other individuals who may have had knowledge, been witnesses to the incident, or those who may have also witnessed bias incidents by the same accused individual;
- Any documentation, including emails, photos, text messages, social media messages or posts, that provide context to the incident that occurred;
- Any other information the complainant believes to be relevant to the bias incident complaint.

### Responding to Conduct in Violation of Policy

#### *Chapter Leaders*

Chapter Leaders who receive a complaint of a bias incident must immediately report the complaint to the National Office via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org).

Additional responsibilities of Chapter Leaders include:

- Taking all complaints of alleged or possible bias incidents seriously;
- Knowing the responsibility of students to report bias incidents and to what campus office reports should be made;
- Complying with all Sheltering Institution policies regarding reporting bias incidents to the Sheltering Institution;
- Educating themselves on available resources for those reporting bias incidents and promptly making that information available to the Complainant, Respondent and others involved;
- Taking any appropriate action, within the guidelines set forth in Chapter policies, to prevent further harm following an occurrence of a bias incident, as well as retaliation following a report;
- Keeping reports of bias incidents including, but not limited to, the identity of the Complainant and Respondent, confidential.

#### *National Staff*

The Standards and Practices Coordinator is the National Staff Member responsible for receiving, reviewing and initiating the process for any reported bias incidents.

The Standards and Practices Coordinator is responsible for:

- Monitoring the Contact Us Form and Risk Management email address for reports of bias incidents;
- Receiving and following up on a complaint of a bias incident as reported by a Complainant, who may or may not be a Member or Initiate involved in an alleged incident;
- Coordinating with Chapter Leaders regarding any appropriate action to prevent further harm or retaliation;
- Compiling an Official Incident Report for the National Council based on the information provided by the Complainant;
- Arranging for an investigation of the alleged bias incident according to the **National Operating Policies**;
- Coordinating communication related to the disciplinary process and any action taken by the National Council, including summary suspension and approval of an investigation;

- Maintaining communication with outside entities contracted to facilitate the investigation process;
- Coordinating and communicating with the Sheltering Institution and/or law enforcement where the incident occurred, when necessary;
- Submitting a written report summarizing the results of the investigation to the National Council;
- Ensuring timely communication of the investigation outcome, including requests for statement from those facing disciplinary sanctions and final determinations made by the National Council.

### Discipline

Members and Initiates who are found to have violated this policy are subject to disciplinary action according to the **National Constitution** and **National Operating Policies**.

### Confidentiality

All complaints and investigations are treated confidentially to the extent possible. However, while Phi Sigma Pi will endeavor to keep such matters confidential, it is under no obligation to do so and there is no guarantee that information that may be considered confidential or sensitive will be kept confidential.

### Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a Complainant, or any other individual impacted, under Sheltering University policy or local, state or federal law. When notification of involvement by a Sheltering Institution office is provided, Phi Sigma Pi may suspend any investigation or disciplinary action, in the sole discretion of the National Council, until the conclusion of the Sheltering Institution's process.

### Administration

This policy will be administered through the Director of Standards and Practice in accordance with the **National Governing Documents** of Phi Sigma Pi.

# Sexual Misconduct Reporting and Response Policy

## Objective

The objective of this policy is to define sexual misconduct and to outline procedures for reporting sexual misconduct and responding to complaints according to the disciplinary process outlined in the **National Constitution** and **National Operating Policies**.

## Scope

This policy applies to all Members and Initiates of Phi Sigma Pi National Honor Fraternity.

## Prohibition

Members and Initiates are prohibited from engaging in, or condoning, any behavior that endangers the physical, psychological, or emotional well-being of another person through acts of sexual misconduct, as defined below.

## Definitions

**Sexual Misconduct** - Sexual misconduct includes: sexual and gender-based harassment, sexual assault, dating and domestic violence, sexual exploitation and stalking, as well as any unwelcome conduct of a sexual nature that takes place without consent or has the purpose or effect of interfering with an individual's feeling of comfort or safety whether or not such sexual misconduct rises to the level of constituting criminal activity under applicable state or federal law.

**Sexual and Gender-based Harassment** - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other harassing conduct of a sexual nature whether intentional or not. Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature.

**Sexual Assault** - Sexual assault is any sex act committed against another by force, against their will or when they are unable to consent (whether because they are unconscious, under the influence of a drug that induces sleep, have a mental disability or are a child)..

**Dating and Domestic Violence** - Dating and domestic violence is defined as violence between two people who have been in a relationship of a romantic or intimate nature or who have cohabited as spouses or someone similarly situated to a spouse.

**Sexual Exploitation** - Sexual exploitation means actual or attempted non-consensual abuse or exploitation of another for sexual purposes for their own advantage or benefit, or to benefit another person other than the one being exploited.

**Stalking** - Stalking is defined as engaging in a course of conduct or repeatedly communicating with and/or committing acts toward another person, including unwanted behavior of pursuing, tracking or cyberstalking, which uses technology like the internet, e-mail, or other electronic communication devices for the purpose of intimidating or harassing.

**Consent** - Consent is affirmative, conscious and voluntary words or unambiguous actions that give permission for specific sexual activity.

**Complainant** - The individual who reports sexual misconduct to Chapter Leaders or to the National Office directly.

**Respondent** - The individual accused of sexual misconduct in a report to Chapter leadership or the National Office.

### Filing a Complaint

If a Member or Initiate feels that they are being subjected to sexual misconduct, have been subjected to sexual misconduct in the past, or that they have witnessed sexual misconduct in any form, they should report the incident to a Chapter Leader or to the National Office directly via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org). If the incident involves one or more Chapter Leaders, it should be reported directly to the National Office. The National Office must be made aware of an incident of sexual misconduct so that it can take action according to the policies outlined in the **National Governing Documents**.

A complaint of sexual misconduct should be reported as soon as possible after an incident has occurred, but may be reported at any time by a Member, Initiate, Chapter Leader, or any other individual who is made aware of an incident of sexual misconduct involving a Member or Initiate of Phi Sigma Pi. To ensure the prompt and thorough investigation of a sexual misconduct complaint, the complainant should report as much of the following information as is possible:

- The name of the Member or Initiate, accused of sexual misconduct, as well as any position held;
- A description of the incident(s), including the date(s), location(s) and any other relevant details to aid in follow-up;
- The names of other individuals who may have been witness to the incident, or those who may have also experienced sexual misconduct by the same accused individual;
- Any documentation, including emails, text messages, social media messages or posts, that provide context to the incident that occurred;
- Any other information the complainant believes to be relevant to the sexual misconduct complaint.

### Responding to Conduct in Violation of Policy

#### *Chapter Leaders*

Chapter Leaders who receive a complaint of sexual misconduct must report the complaint to the National Office via the Contact Us Form ([phisigmapi.org/contactus](https://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org).

Additional responsibilities of Chapter Leaders include:

- Taking all complaints of alleged or possible sexual misconduct seriously;
- Knowing the responsibility of mandated reporters within the Chapter to report incidents of sexual misconduct to the campus' Title IX Office;
- Complying with all Sheltering Institution policies regarding the reporting of sexual misconduct to the Sheltering Institution;
- Educating themselves on available resources for those reporting sexual misconduct and promptly making that information available to the Complainant, Respondent and others involved;

- Taking any appropriate action, within the guidelines set forth in Chapter policies, to prevent further harm following an occurrence of sexual misconduct, as well as retaliation following a report;
- Keeping reports of sexual misconduct including, but not limited to, the identity of the Complainant and Respondent, confidential.

### *National Staff*

The Standards and Practices Coordinator is the National Staff Member responsible for receiving, reviewing and initiating the process for any reported sexual misconduct.

The Standards and Practices Coordinator is responsible for:

- Monitoring the Contact Us Form and Risk Management email address for reports of sexual misconduct;
- Receiving and following up on a complaint of sexual misconduct as reported by a Complainant, who may or may not be a Member or Initiate involved in an alleged incident;
- Coordinating with Chapter Leaders regarding any appropriate action to prevent further harm or retaliation;
- Compiling an Official Incident Report for the National Council based on the information provided by the Complainant;
- Arranging for an investigation of the alleged sexual misconduct according to the **National Operating Policies**;
- Coordinating communication related to the disciplinary process and any action taken by the National Council, including summary suspension and approval of an investigation;
- Maintaining communication with outside entities contracted to facilitate the investigation process;
- Coordinating and communicating with the Sheltering Institution and/or law enforcement where the incident occurred, when necessary;
- Submitting a written report summarizing the results of the investigation to the National Council;
- Ensuring timely communication of the investigation outcome, including requests for statement from those facing disciplinary sanctions and final determinations made by the National Council.

### Discipline

Members and Initiates who are found to have violated this policy are subject to disciplinary action according to the **National Constitution** and **National Operating Policies**.

### Confidentiality

All complaints and investigations are treated confidentially to the extent possible. However, while Phi Sigma Pi will endeavor to keep such matters confidential, it is under no obligation to do so and there is no guarantee that information that may be considered confidential or sensitive will be kept confidential.

### Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a Complainant, or any other individual impacted, under any Sheltering Institution policy or local, state or federal law. When notification of involvement by

the Sheltering Institution's Title IX Office is provided, Phi Sigma Pi may suspend any investigation or disciplinary action, in the sole discretion of the National Council, until the conclusion of the Title IX process.

Administration

This policy will be administered through the Director of Standards and Practice in accordance with the **National Governing Documents** of Phi Sigma Pi.

# Social Media Reporting and Response Policy

## Objective

The objective of this policy is to protect the Phi Sigma Pi National Honor Fraternity brand and to ensure that Members and Chapters are appropriately representing the identity of Phi Sigma Pi as an inclusive organization while upholding the Fraternity's mission and ideals. Phi Sigma Pi owns trademarks for the name "Phi Sigma Pi" the letters "ΦΣΠ" and the crest, among other nicknames and symbols commonly used by and identifiers of Phi Sigma Pi. As such, Phi Sigma Pi is under a duty to protect the goodwill associated with its trademarks and has both the right and obligation to ask for removal of objectionable/illegal content from websites/blogs if the name Phi Sigma Pi or one of its registered trademarks are used. Although Phi Sigma Pi cannot generally restrict what members post and communicate online, it can set out policy on what its members say and communicate in relation to the Fraternity, its chapters and the organization as a whole.

## Scope

This policy applies to all Chapters that utilize social media as a means of communication on behalf of Phi Sigma Pi National Honor Fraternity, as well as Members and Initiates who represent the Fraternity. This applies to conduct of Collegiate Chapter Members, Alumni Chapter Members and contractors who are involved in creating, maintaining and managing online sites and social media. This includes written and visual communication and extends to electronic posting of information related to, and concerning, the National Fraternity, its membership, Collegiate Chapters, Alumni Organizations and National Alumni Association.

## Prohibition

Members and Initiates should refrain from utilizing social media in any manner that would discredit or otherwise impair the reputation of a Chapter or Phi Sigma Pi National Honor Fraternity, as a whole. This includes the use of private accounts for posting, commenting and endorsing (e.g., "likes" and shares") and even if there are no explicit references to Phi Sigma Pi on the account.

Written or internet/electronic communication on social media may not:

- Demean any group or individual, including but not limited to other Fraternal organizations, minorities, ethnicities, cultural segments, religions or gender groups;
- Reference alcohol, illegal drugs or hazing unless providing educational material on these subjects;
- Post personal Member information without their written consent or publicize information, including photographs, that could jeopardize the safety of any Chapter Member, Chapter or Fraternity business, or information on Phi Sigma Pi rituals or ceremonies;
- Post copyrighted material from other sources or trademarks owned by third parties unless authorization has been obtained;
- Contain knowingly false or misleading information without due diligence to assure that the information provided is accurate;
- Contain material that is obscene, pornographic or otherwise offensive to an individual of ordinary sensibilities;
- Post or create individual accounts representing the Chapter or National Fraternity on social media websites or apps that are anonymous in nature.

Only those individuals who are expressly given the authority to change any account name or settings on Fraternity or Chapter-affiliated accounts according to Chapter or National policy, including the creation of new Social Media accounts, may do so. Former Officers or Members do not have any authority to post on Phi Sigma Pi social media accounts.

If a Chapter is the subject of content that is posted online, then the Member must make it clear that the views expressed do not represent the views of the Chapter, National Fraternity or other Members. A Chapter hosting an event must monitor all content posted by guests on social media pages associated with the Chapter and/or the event and immediately remove content violating the prohibitions, as set forth above.

#### Definition

**Social Media** - Social media includes interactions among people in which they create, share, and exchange information and ideas through virtual communities, online resources, and systems that allow networking through electronic means. This includes, but is not limited to, the following platforms:

- Facebook
- Twitter
- Instagram
- Snapchat
- YouTube
- LinkedIn
- Pinterest
- TikTok
- Wikipedia

#### Application of the First Amendment's Freedom of Speech in the Use of Social Media

Not all speech is legally protected by the First Amendment, and the First Amendment only protects speech from government censorship. The First Amendment does not apply to limits on speech by private citizens, businesses, or organizations, like Phi Sigma Pi.

#### Political Positions or Policies

Members are free to express their own personal opinions on political matters, but shall not do anything to explicitly state or implicitly suggest that such opinions are being expressed (i) on behalf of Phi Sigma Pi or (ii) in a Member's capacity as an Officer or Member of Phi Sigma Pi. In expressing personal opinions on political matters in a public forum, Members shall take care to avoid the implication that such opinions are attributed to Phi Sigma Pi, including, but not limited to creating the impression that Phi Sigma Pi is taking any type of public policy position or supports, endorses or opposes any candidate for political office without first obtaining express written consent from the National Council. If, given the circumstances surrounding the political expression, a reasonable person could infer that a Member is speaking on behalf of Phi Sigma Pi or in their capacity as an Officer or Member of Phi Sigma Pi, such Member shall make it clear that the opinion expressed does not represent the views of the Chapter or Phi Sigma Pi.

#### Filing a Complaint

If a Member or Initiate feels that the social media policy has been violated, they should immediately report the incident to a Chapter Leader or to the National Office directly via the

Contact Us Form ([phisigmapi.org/contactus](http://phisigmapi.org/contactus)) or [riskmanagement@phisigmapi.org](mailto:riskmanagement@phisigmapi.org). If the incident involves one or more Chapter Leaders, it should be reported directly to the National Office. The National Office must be made aware of a violation so that it can take action according to the policies outlined in the **National Governing Documents**.

A complaint of social media misuse should be reported as soon as possible after an incident has occurred, but may be reported at any time by a Member, Initiate, Chapter Leader, or any other individual who is made aware of an issue involving a Chapter, Member, or Initiate of Phi Sigma Pi. To ensure the prompt and thorough investigation of a social media-related complaint, the complainant should report as much of the following information as is possible:

- The date of the post, comment, etc.;
- The name of the Member or Initiate responsible for the social media account, as well as any position held if the account is managed by the Chapter;
- Any documentation, including screenshots, that show the offending content;
- Any other information the complainant believes to be relevant to the complaint.

### Responding to Conduct in Violation of Policy

#### *Chapter Leaders*

Chapter Leaders who are made aware of social media content that violates Phi Sigma Pi policy, fails to align with the mission and values of the Fraternity, or otherwise discredits or impairs the reputation of the Fraternity are responsible for ensuring that it is removed.

Additional responsibilities of Chapter Leaders include:

- Educating themselves on available resources, including the **Logo and Brand Guidelines** and **Style Guide**, to protect the Phi Sigma Pi brand;
- Providing sufficient oversight in the use of social media for Chapter purposes;
- Communicating with Members and Initiates their responsibility to uphold the mission and ideals of Phi Sigma Pi at all times, including in their use of social media;
- Taking any appropriate action, within the guidelines set forth in Chapter policies, to address offending social media content immediately when it is brought to their attention.

#### *National Staff*

The Standards and Practices Coordinator is responsible for communicating with Chapter leadership when social media content, including images, videos and text, is considered in violation of Phi Sigma Pi policy or otherwise impairs the reputation of the Fraternity.

Disciplinary action may be taken for content that includes, but is not limited to, the following:

- Promoting illegal or unethical behavior/activities (e.g., underage drinking or drug use);
- Disclosing information about Phi Sigma Pi or its Members or Initiates that is considered Subrosa (e.g., *The Ritual*, Closed Grand Chapter Sessions);
- Defaming, harassing, or abusing individuals or groups;
- Containing discriminatory (e.g., racist, sexist, homophobic, transphobic, xenophobic), obscene, explicit, pornographic, gratuitously violent, degrading, intimidating, abusive, disparaging, or other offensive/harmful materials; or
- Encouraging a breach of the peace.

### Discipline

Members and Initiates who are found to have violated this policy, or who are responsible for social media content that violates any of Phi Sigma Pi's policies, are subject to disciplinary action according to the **National Constitution** and **National Operating Policies**.

### Confidentiality

All complaints and investigations are treated confidentially to the extent possible. However, while Phi Sigma Pi will endeavor to keep such matters confidential, it is under no obligation to do so and there is no guarantee that information that may be considered confidential or sensitive will be kept confidential.

### Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a Complainant, or any other individual impacted, under any Sheltering Institution policy or local, state or federal law. When notification of involvement by a Sheltering Institution office is provided, Phi Sigma Pi may suspend any investigation or disciplinary action, in the sole discretion of the National Council, until the conclusion of the Sheltering Institution's process.

### Administration

This policy will be administered through the Director of Standards and Practice in accordance with the **National Governing Documents** of Phi Sigma Pi.

# Event Planning

## Event Planning Form Tool

The Event Planning Form Tool is an educational resource intended to ensure that Chapters and Associations have the necessary information and tasks accomplished in order to hold fun and safe events. Members in charge of planning events are encouraged to use this form especially when planning more complex events that include contracts, additional insurance, etc.

*PLEASE NOTE: Phi Sigma Pi's National Office does not approve or register events. The National Office does not have the ability or resources to control or supervise Chapters' and Members' daily activities, including the planning and execution of any Chapter Events.*

## Phi Sigma Pi Events

Phi Sigma Pi Events are those that meet the guidelines set forth in the [National Constitution](#) (Article XII, Section 5A). All Phi Sigma Pi Events must comply with the National Constitution and National Operating Policies.

### National Events

The [National Constitution](#) (Article XII, Section 5B) outlines what constitutes a National Event.

1. All attendees of a National Event shall register prior to the event via a method selected by the National Office unless otherwise permitted by the National Office.
2. Registration shall include emergency contact information, liability waiver and other pertinent details.
3. Initiates shall not be in attendance at any National Event.

### Chapter Events

The [National Constitution](#) (Article XII, Section 5C) outlines what constitutes a Chapter Event.

### Inter-Chapter Events

Chapters and Associations hosting Inter-Chapter Events shall collect emergency contact information from all non-host attendees, via a method selected by the host Chapter or Association, no later than the beginning of the event, or at the time the attendee arrives, whichever comes later.

1. The host Chapter or Association shall maintain the emergency contact information for 24 hours past the completion of the Inter-Chapter Event. After 24 hours have passed, the host Chapter or Association shall promptly destroy the emergency contact information records, preferably by shredding the document(s), unless otherwise authorized by the attendee.
2. Initiates may only be in attendance at Inter-Chapter Events that are hosted by their Collegiate Chapter.

## Attendees

### Number of Attendees

The size of a Chapter/Association's event has important insurance implications. A Chapter/Association risks voiding its insurance coverage when the ratio of guests to Members exceeds 3:1. However, the ratio may be smaller for larger Chapters.

## Attendee Expectations

1. Attendees at Phi Sigma Pi Events must abide by all federal, state and local laws at all times.
2. Attendees of a Phi Sigma Pi Event must follow all host property policies and regulations.
3. Attendees shall not engage in assault and battery as defined in state statutes where the event is held.
4. Attendees may not carry a weapon or firearm of any kind, or explosive or incendiary devices, at a Phi Sigma Pi Event. Personal protection items such as pepper spray, alarms or whistles may be carried and used if needed.
5. Unruly or intoxicated behavior by attendees will not be permitted at any Phi Sigma Pi Event.
6. Members shall be responsible for the behavior of their guests at all times.

## Attendee Emergency Contact Information

Emergency contact information for all attendees, including name, telephone number and relationship to the attendee, shall be collected for all Phi Sigma Pi Events.

## Alcohol

Alcohol at Phi Sigma Pi Events is only permitted as outlined in the National Constitution and in accordance with guidelines regarding Third Party Vendors as set forth below.

## Third Party Vendors

All events with alcohol must include the use of a properly licensed and insured Third Party Vendor that will be solely responsible for providing and serving alcohol to event attendees according to local, state and federal laws. The Chapter/Association is responsible for all costs associated with securing Third Party Vendor services. Per the National Constitution, Chapter/Association funds may not be used for the purchase of alcohol. The Chapter/Association risks voiding their insurance coverage if this occurs.

In the absence of a completed and signed [Third Party Vendor Checklist](#), the vendor must agree in writing that they:

- Are properly licensed by the appropriate local and state authorities. (Copies of licenses should be provided.)
- Are properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider that:
  - Includes, as part of their coverage, "off-premise liquor liability coverage and non-owned and hired coverage"
  - Names as additional insured (at a minimum) the Chapter/Association hiring the vendor, as well as Phi Sigma Pi National Honor Fraternity. (A copy of the certificate of insurance should be provided.)
- Will process cash sales only to be collected by the vendor during the event.
- Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including, but not limited to:
  - Checking identification cards upon entry;
  - Not serving minors;

- Not serving individuals who appear to be intoxicated;
- Limiting service to beer and wine only;
- Maintaining absolute control of all alcoholic containers present;
- Collecting all remaining alcohol at the end of the event (no excess alcohol--opened or unopened--is to be given, sold or furnished to the Chapter/Association);
- Removing all alcohol from the premises.

## Illegal Substances

The possession, sale or use of any illegal drugs, or illicit use of controlled substances, is strictly prohibited at all Phi Sigma Pi Events.

## Water-related Events

Events that are held on the water and/or watercraft, i.e. dinner cruise, etc. are not covered by the Fraternity's insurance and are permitted only in the case where separate special events coverage is able to be secured by the Chapter/Association. Phi Sigma Pi National Fraternity must be listed as an additional insured on any special events policy. All properly insured water-related events must be alcohol-free.

## Animals

Events with animals are not covered by the Fraternity's insurance and are permitted only in the case where Phi Sigma Pi National Honor Fraternity and the Chapter/Association are listed as "additional insureds" on a partnering organization's insurance.

## Concessions

Chapters/Associations shall not participate in concession stand fundraisers that include any of the following: clauses setting high expectations of individuals' knowledge of laws, such as state regulations for preparing and serving food/beverage, requests to be added as additional insured on Phi Sigma Pi's insurance policy and indemnification/hold harmless clauses in their agreements stipulating that participants/volunteers cannot pursue legal action against the organization/company as a result of injury.

## High-Risk Activities

Participation in any athletic or other activity that has the potential for injury must be preceded by completion of a liability waiver that includes emergency contact information. Prohibited activities include, but are not limited to, the following: bungee jumping, parachuting, low ropes courses, boxing, waterskiing, kayaking, or other water-related activities, and construction of structures of any kind with or without the use of power tools.

## Transportation

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.

## Designated Driver Program Prohibition

The Fraternity prohibits Designated Driver Programs hosted or operated by a Chapter/Association.

## Rideshare Apps

A Chapter/Association should not be responsible for coordinating or paying for transportation for attendees via apps like Uber or Lyft.

## Third Party Transportation Services

Chapters/Associations are encouraged to engage third party transportation service providers, for example, a bus company, for all events.

## Personal Property

Use of personal property in Fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The Fraternity assumes no liability or responsibility for any loss or damage to any personal property even if used in conjunction with Fraternity activities. This includes the use of personal vehicles for transportation to or from Phi Sigma Pi Events.

## Contractual Agreements

No Member or Chapter/Association can contract or act in the name of Phi Sigma Pi National Honor Fraternity. This includes without limitation such agreements as leases, contracts, hold harmless agreements, liability releases, account statements, purchase orders and hotel or banquet contracts.

## Retaliation

Retaliation against any individual, including Members and non-Members, for reporting, inquiring, or cooperating with a report around a violation of this policy is prohibited

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a compliance concern or to deter one from taking such action.

## Policy Distribution

The Phi Sigma Pi National Office shall make available this policy to Members on an annual basis. A copy of the National Risk Management Policy, and other National Governing Documents is available in the [Resource Center](#) and on the [Phi Sigma Pi website](#).

## Education

Per the National Constitution (Article IX, Section 3lii), it is the Chapter/Association's responsibility to ensure education of Initiates and Members related to the Risk Management Policy.

## Indemnification

Phi Sigma Pi National Honor Fraternity will not defend or indemnify any sheltering institution against the institution's negligence. No Member, Chapter/Association or Advisor has the authority to sign a sheltering institution document on behalf of the Fraternity that would bind Phi Sigma Pi. Additionally, pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§1450-14505, sheltering institutions may not hold Phi Sigma Pi volunteers at any level liable for harm caused by a negligent act or omission of a volunteer who was acting within the scope of his responsibilities as a Phi Sigma Pi volunteer. Proposed indemnification agreements must be reviewed and approved by the Fraternity's attorneys.

## Amendments

The National Risk Management Policy may only be amended by a majority vote of National Council Members.