

## **Alpha Delta Governing Documents: Internal Management Procedures**

### **Alpha Delta Code of Conduct and Expectations of Membership**

Each member of Alpha Delta Fraternity is responsible for behaving with utmost regard to the rules and regulations of the Fraternity, and the rules and regulations of Dartmouth College. All members are expected to behave in a morally and ethically upright fashion, with concern for the freedom, the rights, the feelings, the dignity, and the welfare of others, including not just brothers of Alpha Delta, but all members of the Dartmouth community. All members are expected to show respect for the integrity of all Fraternity and College property. All members are expected to behave in a manner that reflects favorably upon the Fraternity, fostering Fraternity objectives and principles, and upholding the dignity and reputation of Alpha Delta and Dartmouth College. Failure to meet these expectations can result in adjudication and sanctions against the offending individual.

Alpha Delta has never tolerated, and will never tolerate, discrimination on the basis of race, religion, national origin, sexual preference, age, or handicap. All members of Alpha Delta are expected to comply with this anti-discrimination principle. Failure to do so can result in expulsion from the brotherhood.

Alpha Delta is a voluntary association. All members of the Fraternity are expected to meet certain responsibilities that are vital to the continued strength and viability of the Fraternity. These responsibilities include, but are not limited to, payment of dues, (and room rent, where applicable); maintenance of the physical plant; participation in community service projects; attendance at Fraternity organized events including house meetings, cultural and educational programs, rush and recruitment activities, and other activities as may arise.

Alpha Delta will not tolerate hazing, and any brother who violates this expectation may face internal adjudication. As a member of Alpha Delta you must respect the personal safety, dignity and integrity of all individuals. As a member of Alpha Delta you have the absolute right to refuse any request that you feel may be injurious to you, your dignity, or your personal code of ethical behavior. If such requests continue, you are expected to bring them to the attention of the appropriate officer of the Fraternity for adjudication.

The consumption of alcohol is the choice of each individual member of the Fraternity. Should you choose to consume alcohol, it should be done in a manner that doesn't endanger yourself or others. If other members or guests of the Fraternity have consumed dangerous amounts of alcohol, it is the responsibility of our members to intervene on their behalf, making sure that they receive proper attention.

Sexual assault and sexual harassment will not be tolerated. All members of the Dartmouth community need to feel welcome and safe in Alpha Delta. If you are aware of a situation developing that may lead to sexual harassment or sexual assault, it is imperative that you, as a member of Alpha Delta, be willing to intervene to make sure such a situation does not arise.

## Alpha Delta Crisis Management Policy

**NOTE: This policy will be in effect at all times, whether the College is in session or not.**

In the case of a significant crisis (death, fire, sexual assault, drug or alcohol overdose, serious injury) the following procedures are in effect:

- 1) In order to deal with the immediate crisis, the first step is to contact the Hanover Police or Fire Department by dialing 911. Once that has been done, the fraternity president, or if he is unavailable, the VP for Programming or the VP for Service, or if they are unavailable, any responsible brother, must immediately contact the house advisor, an officer of the alumni corporation, and the Dean of the College or the Dean *of Campus Life*, as well as the Office or Safety and Security.
- 2) It will be understood that only the house president and/or the alumni corporation president will speak for the organization. Contact with the media will be minimized as much as possible. *The President or any responsible officer may contact the Dean on call and ask to talk to the Public Affairs Office to get information about dealing with the media.*
- 3) Social activities and consumption of alcohol will be temporarily banned from the fraternity house, until such a time as the house president and the alumni corporation president deem it appropriate to resume such activity.
- 4) A meeting of the entire brotherhood will be called as soon as possible to discuss the crisis and determine as a brotherhood how the organization will respond. If called for, the internal adjudication procedure will be put into action.
- 5) In consultation with the appropriate administrator from the College, the fraternity president and the president of the Alumni Corporation will contact any parent whose son or daughter is directly impacted by the crisis. Only after that contact has been made should the other brothers of Alpha Delta contact their parents, if they so desire.

Contact phone numbers:

|  |          |
|--|----------|
| House Advisor & Corporation Rep. John Engelman | 643-3689 |
| Hanover Emergency                              | Dial 911 |
| Hanover Police                                 | 643-2222 |
| Hanover Fire Department                        | 643-3424 |
| Safety & Security                              | 646-2234 |
| Dean of the College                            | 646-2243 |
| GLOS   | 646-2399 |

## **Alpha Delta Risk Management Policy**

### **Alcohol and Drugs**

1. The possession, sale, use or consumption of alcoholic beverages on AD premises or during any AD event should be in compliance with all applicable laws of the state, county, city and Dartmouth College.
2. No alcoholic beverages may be purchased through organizational funds, (funds collected for the Fraternity by the College).. The purchase or use of bulk quantities of common source alcoholic beverages, e.g. kegs or cases, must fall within College regulations and be distributed according to the College's alcohol policy. If individual members of Alpha Delta purchase alcohol with their personal funds, and without prior approval of the Social Chair(s), that individual is responsible for using and distributing said alcohol according to College policy
3. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during an AD event is strictly prohibited.
4. *All formal recruitment activities will be alcohol free.*
5. If a member chooses to drink, he shall do so in a manner that does not endanger himself or others.
6. All new members shall be educated about the dangers of alcohol and drugs, as well as the policies of the College and the fraternity concerning alcohol and drugs.
7. Every member reserves the right to refuse alcohol and should never be forced or encouraged to drink against his will.

### **Hazing**

No AD member or alumnus shall conduct or condone hazing activities. Failure to abide by this expectation will result in that person(s) facing internal adjudication. Hazing activities are defined as: Any action taken or situation created, involving prospective or new members of a group, or as a condition of continued membership in a group, whether on or off fraternity premises, which would be perceived by a reasonable person as likely to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: paddling in any form; creation of excessive fatigue; physical or psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the house; involuntary wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are inconsistent with academic achievement, AD constitutional law, ritual, policy or the regulations or policies of the educational institution, or applicable state law.

Each term, the president will review this policy with the brotherhood, and during terms with new members, he will make this policy especially clear to both current brothers and new members.

### **Sexual Abuse and Harassment**

Alpha Delta Fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members or guests, whether physical, mental or emotional. This includes any actions that are demeaning to women or men including, but not limited to assault, date rape, gang rape, or verbal harassment. AD reserves the right to refuse entrance to the house of certain individuals whom any brother deems a threat to his or another brother's health or well being, or to any individual who is known to have participated in sexual abuse or harassment. New members shall be educated about sexual abuse and harassment.

Any assault, sexual or otherwise, perpetrated by a member of Alpha Delta will not be tolerated. If an accusation of assault comes to the attention of the any member, he is responsible for communicating that accusation to the President, who in turn must follow procedures to bring the case to the Internal Adjudication Committee (IAC), chaired by the 2nd Vice-President (VP-Service). Once the Chair of the IAC is made aware of the accusation, he must convene that Internal Adjudication Committee within 5 days. Upon convening the IAC, the charges against the accused brother will move forward according to the process set forth in the Internal Adjudication Procedures.

Sexual harassment will not be tolerated. If a charge of sexual harassment comes to the attention of any member of the fraternity, he has the obligation to notify the President, and the President must follow proper procedures to bring the case to the Internal Adjudication Committee.

### **Physical Violence**

Any sort of physical violence among brothers and guests of AD will not be tolerated. If an incident of physical violence should occur on the fraternity premises or at a fraternity event, the President or appropriate officer or brother shall intervene to stop the incident and use his judgment as to whether Safety and Security shall be called. An officer will also call an ambulance or drive any injured party to the hospital, if necessary.

### **Weapons**

No guns or rifles, including BB guns, are permitted in the fraternity house at any time. All guns and rifles must be registered with Safety and Security, and must be kept there as required by College Rules and Regulations

### **Fire, Health and Safety**

1. AD will comply with all local fire and health codes and standards. When the fire alarm sounds, all occupants of the fraternity house will immediately exit the house and will not return until the fire department has given permission.
2. AD will have posted by common phones emergency numbers for fire, police, and ambulance.
3. AD will comply with engineering recommendations as reported by the insurance company and College regulations regarding life/safety issues.

4. The possession and/or use of firearms or explosive devices of any kind while on the AD premises or during an AD event is strictly prohibited.
5. Floors and staircases, especially during the winter months, will be kept as dry as possible and free of ice and snow buildup in order to prevent accidents.

### **Interim Management**

The President of Alpha Delta will review the Interim Management Policy with the brotherhood during the final meeting of each term.

- \*Prior to the beginning of the interim, check with Corporation to see if there is any work scheduled for the fraternity house.
- \*Check to see if any brothers will be staying in the house over the interim.
- \*Make sure there is some place for the dogs to go over interim.
- \*Make sure the basement, first floor common spaces and hallways are cleaned and clear of trash.
- \*Close and lock all windows.
- \*Stop mail delivery to the fraternity house during interim.
- \*Set the thermostat to approximately 55-60 degrees.
- \*Sign up for heat watch during the winter break.
- \*If any brother is staying in the house over the interim, make sure he knows how to trouble-shoot potential problems, and/or whom to contact if problems arise.
- \*If any brother is staying in the house over the interim, make sure he understands - no kegs and no parties in the house at any time.
- \*Inform the corporation if anyone is staying in the house over the interim, and when the brothers will be returning to campus following the interim.
- \*Collect list of brothers who are staying on campus over interim along with their dates of departure or arrival and give list to the Housing Office.

### **Alcohol Management:**

- \*If the FRATERNITY purchases alcohol then the FRATERNITY will take full responsibility FOR regulating the service of the alcohol. *No kegs will be permitted in the fraternity house during the interim periods.*
- \*If any GROUP within AD (ex. Sports team) buys alcohol for a private function then that specific GROUP is responsible for regulating the service of the alcohol.
- \*If any individual brother purchases alcohol with HIS OWN FUNDS, then he is responsible for regulating the alcohol. *Again, no kegs will be permitted during the interim periods.*
- \*In ALL CASES, the person who PERSONALLY purchases the alcohol will assume the ultimate responsibility of making sure that no college alcohol regulations are broken.
- \*When an alcohol violation is reported, then the GROUP OR INDIVIDUAL, as stated above, will have to come forward to take responsibility of the VIOLATION. If the GROUP or person refuses to TAKE RESPONSIBILITY, then the FRATERNITY will take responsibility and will deal with the particular individual(s) through the internal adjudication process.

## **Internal Adjudication Procedure**

The 2<sup>nd</sup> Vice-President (VP for Service) of Alpha Delta Fraternity serves as chairman of the Internal Adjudication Committee (IAC), and in his absence, the President is responsible for appointing an acting chairman. The chair of the IAC will appoint the other members of the committee, a total of four brothers, with at least one brother from each class in the Fraternity, if possible.

The IAC will be asked to rule on actions that violate the standards or expectations of Alpha Delta Fraternity, as stated in Article II, Section I of the constitution, the Alpha Delta Code of Conduct, or the Alpha Delta Code of Ethical Behavior. The committee may also be called upon to adjudicate special cases, as directed by the Fraternity Executive Committee, the Dartmouth Corporation of Alpha Delta Fraternity, the IFC or GLC, or the Administration of Dartmouth College.

Any brother may bring charges against any other brother; he shall express his concerns in written form to the Executive Committee, at which time that Executive Committee will determine whether it is necessary to call the IAC into session.

The individual or individuals called before the IAC may acknowledge that he was responsible for the violation of which he is accused and thereby avoid going before the IAC. He will have the right to face and question his accuser, as well as the right to call witnesses on his behalf. The IAC will have the right to call any brother to testify who may have relevant information concerning the charges.

Every member of the IAC shall have an equal vote and the right to question all people involved with the case.

The IAC shall have the authority to do the following:

- \*Impose a fine against a brother.
- \*Assign specific tasks or chores for the benefit of the Fraternity; or community service, for the benefit of the Dartmouth Community.
- \*Recommend temporary suspension, or permanent separation from the Fraternity. This recommendation shall be brought before the entire brotherhood, and will require a 2/3 vote to be enforced.
- \*Decide that no action shall be taken against the accused.

## **Officer Transition Process**

-All new officers will participate in formal meetings with the outgoing officers. These should take place within a few days following the elections. The purpose of these meetings will be for the discussion of individual responsibilities of each officer, a sharing of pertinent materials, information and advise. If the newly elected officer is not on campus, the meeting and exchange will occur as soon as the two are on campus together.

- During the period between elections and the beginning of the term when the new officers take over, the new officer will work closely with the old officer to acclimate himself to the responsibilities of the job. This time will also give the new officer time to think about how he wants to approach the job. If the new officer is not on campus during this period, the old officer will be available to work with his successor the first few weeks of the new term.
- The new officers will meet with the Corporation President and Treasurer prior to assuming the responsibilities of office, for a discussion of issues and expectations for the coming term/year.
- Officer's manuals and job descriptions will be updated annually, and will be passed on to the new officers. While these manuals cannot possibly cover all aspects of the job, they do provide a general outline and reference concerning the responsibilities of the office.
- New officers are strongly urged to seek out the advice of their predecessors at any time throughout their term in office. They are also aware that advisors, both at GLOS and the Alumni Corporation, are available for consultation and discussion at any time.
- The outgoing President and Treasurer shall continue to attend the Executive Committee meetings in order to provide advise and direction. In addition, the outgoing and incoming Ex. Comm. will meet for a retreat/dinner early in the new term, to discuss issues and concerns facing the Fraternity.
- Orientation of summer term officers is more problematic. If the summer term officer is on in the spring, he will participate in the above described orientation program. If the summer term officer is not on campus in the spring, a written report describing the issues and concerns facing that officer will be included with the officer's manual, and will be available to him upon his return to campus. He will also be meeting with the advisor /corporation officers at the beginning of summer term for a thorough review of his responsibilities.

### **Internal Management Policies for SEMP Events**

#### **Less than 50**

Attendance is 50 or fewer, cans or kegs are allowed

#### **Door**

No door duty.

#### **ID's**

Members will be responsible for their guests and ensuring those who are drinking are over 21.

#### **Floor**

The social chairs, risk manager and president will monitor the floor. If none of theses members are available then the two most senior member of the house present will monitor the floor.

#### **Serving**

Members will be responsible for serving their guests and ensuring those who are drinking are over 21.

#### **Registration & meetings**

N/A

**Sober Monitor(s)**

A sober officer shall be present in the house to provide oversight, troubleshooting, and monitoring of the assigned responsibilities, making sure that all brothers assigned specific responsibilities are performing as expected.

**Securing alcohol before & after event**

The social chairs will purchase the alcohol prior to the event. They will determine how much is needed based upon the expected number of guests and the SEMP formulas on the website. All beer - cans or kegs will be kept secure in the fridge behind the basement bar where only brothers can access it.

**Tier One**

Members only, cans or kegs are allowed

**Door**

No door duty.

**ID's**

All brothers who are over 21 will ensure that those under 21 are not consuming alcohol.

**Floor**

No floor duties necessary, all in attendance are members of the house and will police one another.

**Serving**

Those brothers who are serving alcohol will ensure the under 21 brothers are not consuming alcohol.

**Registration & meetings**

The social chairs will register the event and take care of all the necessary paperwork and meetings. If they cannot do so, the VPs will assist the president in performing this task.

**Sober Monitor(s)**

At least two house officers, usually out of the President, Risk Manager or Social Chairs, will remain sober throughout the duration of the party so as to provide oversight, troubleshooting, and monitoring of the assigned responsibilities, making sure that all brothers assigned specific responsibilities are performing as expected. The President, Risk Manager and/or the Social Chairs must be available to meet with Safety & Security Officers when they arrive to inspect for compliance with College rules.

**Securing alcohol before & after event**

The social chairs will purchase the alcohol prior to the event. They will determine how much is needed based upon the expected number of guests and the SEMP formulas on the website. All beer - cans or kegs will be kept secure in the fridge behind the basement bar where only brothers can access it.

**Tier Two - Party**

Less than 150 or 1 non-member arrives, cans, kegs

**Door****Pre-registered event**

At least two members of the fraternity will be assigned front and back door duty, beginning 30 minutes prior to the registered start time of the party, and continuing through the duration of the party. Those performing door duty must be sober throughout the duration of their shift. Those



performing door duty will use their best judgment to determine if someone entering the house has had too much to drink, and if they so determine, will deny them entrance to the house. If necessary, they will make a Good Sam call on the intoxicated individual. If any problems arise at the entrances to the house, those doing door duty will not hesitate to call for help from officers of the fraternity, and if necessary, Safety and Security Officers. They shall also ensure that no drinks are either brought into or taken out of the premises by guests.

#### *On the fly event*

No assigned door duty, at on the fly event. Instead all brothers will be equally responsible for ensuring that no guests who have entered the premises are too intoxicated. That no drinks leave or are brought into the premises by guests and that the party continues to be held in a safe and manageable environment. If any serious problems arise they will immediately refer them to one of the executive officers – President, Risk Manager or Social Chairs – and if necessary, Safety and Security Officers.

#### **ID's**

Those serving will be required to check Dartmouth IDs of all those they suspect of being underage to ensure compliance with drinking policy.

#### **Floor**

The registered “hosts” for the party must make sure that all brothers assigned door duty and/or tap duty arrive at their appointed positions on time and are able to meet their responsibilities. They should ensure that there is only one source of alcohol available though the duration of the party. All brothers will endeavor to ensure that all left over or unattended drinks around the room are disposed of. The registered “hosts” should also engage in monitoring the party in order to ward off any problems, and be in a position to close access to the party if it becomes too crowded, or if any significant problems arise. They should not hesitate to call Safety and Security for assistance if the party is too large, or to make Good Sam calls if necessary. When responsibilities change between both tap and door duty shifts one of the head officers will be present to make sure the correct brothers are present for the next shift. They will also ensure that the previous brothers do not leave prematurely and the shift operates smoothly.

#### **Serving**

Those assigned tap duty, or the responsibility for distributing alcohol throughout the party, must arrive on time to assume their responsibilities. Those serving will ask students for their IDs at the bar if they feel the guest is underage. They should do their best to make sure that no one being served is then passing on the alcohol to someone underage. Those assigned tap duty must use their best judgment and deny alcohol to anyone who appears to have already had too much to drink. If a problem arises in this area, they should not hesitate to call on officers of the fraternity or the registered party hosts for assistance.

#### **Registration & meetings**

The social chairs will register the event and take care of all the necessary paperwork and meetings. If they cannot do so, the VPs will assist the president in performing this task.

#### **Sober Monitor(s)**

At least two house officers, usually out of the President, Risk Manager or Social Chairs, will remain sober throughout the duration of the party so as to provide oversight, troubleshooting, and monitoring of the assigned responsibilities, making sure that all brothers assigned specific responsibilities are performing as expected.

The President, Risk Manager and/or the Social Chairs must be available to meet with Safety & Security Officers when they arrive to inspect for compliance with College rules.

#### **Securing alcohol before & after event**

The social chairs will purchase the alcohol prior to the event. They will determine how much is needed based upon the expected number of guests and the SEMP formulas on the website. All beer, cans or kegs will be kept secure in the fridge behind the basement bar where only brothers can access it.

**On the fly responsibilities (Only if kegs or cans you can register "on-the-fly")**

The social chairs will determine if an on-the-fly registration is necessary. They will call Safety and Security if necessary.

**Tier Two – Tails**

Register by 3pm on day of event; come to GLOS office for approval.

**Co-host responsibility**

By co-hosting events such as tails on our premises we are allowing for members of other organizations to share the responsibility of enforcing our SEMP policies and ensuring that a safe and secure environment is provided for the event, as such executive members of the co-hosting organizations – President and social chairs – will be given full access to the alcohol behind the bar just for the duration of the event to assist us in ensuring the smooth running of the event.

**Door**

No assigned door duty, at tails event. Instead all brothers will be equally responsible for ensuring that no guests who have entered the premises are too intoxicated. That no drinks leave or are brought into the premises by guests and that the party continues to be held in a safe and manageable environment. If any serious problems arise they will immediately refer them to one of the executive officers – President, Risk Manager or Social Chairs – and if necessary, Safety and Security Officers.

**ID's**

The social chairs and Risk manager will be responsible for distributing wristbands to all guests who are of age. When in doubt of a guests age they will check the guests Dartmouth ID.

**Floor**

The registered “hosts” for the party must make sure that all brothers assigned door duty and/or tap duty arrive at their appointed positions on time and are able to meet their responsibilities. They should ensure that there is only one source of alcohol available though the duration of the tails. All brothers will endeavor to ensure that all left over or unattended drinks around the room are disposed of. The registered “hosts” should also engage in monitoring the party in order to ward off any problems, and be in a position to close access to the party if it becomes too crowded, or if any significant problems arise. They should not hesitate to call Safety and Security for assistance if the party is too large, or to make Good Sam calls if necessary. When responsibilities change between both tap and door duty shifts one of the head officers will be present to make sure the correct brothers are present for the next shift. They will also ensure that the previous brothers do not leave prematurely and the shift operates smoothly.

**Serving**

Those assigned tap duty, or the responsibility for distributing alcohol throughout the tails, must arrive on time to assume their responsibilities, and must check for wristbands prior to distributing alcohol. They should do their best to make sure that no one being served is then passing on the alcohol to someone underage. Those assigned tap duty must use their best judgment and deny alcohol to anyone who appears to have already had too much to drink. If a problem arises in this area, they should not hesitate to call on officers of the fraternity or the registered party hosts for assistance.

**Registration & meetings**

The social chairs will register the event and take care of all the necessary paperwork and meetings. If they cannot do so, the VPs will assist the president in performing this task.

### **Sober Monitor(s)**

At least two house officers, usually out of the President, Risk Manager or Social Chairs, will remain sober throughout the duration of the party so as to provide oversight, troubleshooting, and monitoring of the assigned responsibilities, making sure that all brothers assigned specific responsibilities are performing as expected.

The President, Risk Manager and/or the Social Chairs must be available to meet with Safety & Security Officers when they arrive to inspect for compliance with College rules.

### **Securing alcohol before & after event**

The social chairs will purchase the alcohol prior to the event. They will determine how much is needed based upon the expected number of guests and the SEMP formulas on the website. Alcohol purchased specifically for tails will be kept by the social chairs in the private rooms until the time of the event at which point it will be securely placed behind the bar on the first floor where only brothers and the executive members of the co-hosting sorority or fraternity may have access to it. As soon as the tails event is over all left over alcohol will be locked in the private rooms of the social chair and will not be made available again at any point that evening.

### **Tier Three**

More than 150 or open to campus. Cans or kegs allowed. Max 5 kegs per party, max 2 taps active at a time.

Register online by midnight on Wednesday the week of event. Meet with GLOS Director for approval.

### **Door**

At least two members of the fraternity will be assigned front and back door duty, beginning 30 minutes prior to the registered start time of the party, and continuing thru the duration of the party. Those performing door duty must be sober throughout the duration of their shift. Those performing door duty will use their best judgment to determine if someone entering the house has had too much to drink, and if they so determine, will either deny them a wristband or deny them entrance to the house. If necessary, they will make a Good Sam call on the intoxicated individual. If any problems arise at the entrances to the house, those doing door duty will not hesitate to call for help from officers of the fraternity, and if necessary, Safety and Security Officers.

### **ID's**

Those performing door duty will be required to check IDs of all those entering the fraternity house, providing wristbands to those who have proof of legal drinking age. Those without such proof may not be given wristbands under any circumstances.

### **Floor**

The registered “hosts” for the party must make sure that all brothers assigned door duty and/or tap duty arrive at their appointed positions on time and are able to meet their responsibilities. They should ensure that there is only one source of alcohol available through the duration of the party. The registered “hosts” should also engage in monitoring the party in order to ward off any problems, and be in a position to close access to the party if it becomes too crowded, or if any significant problems arise. They should not hesitate to call Safety and Security for assistance if the party is too large, or to make Good Sam calls if necessary. When responsibilities change between both tap and door duty shifts one of the head officers will be present to make sure the

correct brothers are present for the next shift. They will also ensure that the previous brothers do not leave prematurely and the shift operates smoothly.

### **Serving**

Those assigned tap duty, or the responsibility for distributing alcohol throughout the party, must arrive on time to assume their responsibilities, and must check for wristbands prior to distributing alcohol. They should do their best to make sure that no one being served is then passing on the alcohol to someone without a wristband. Those assigned tap duty must use their best judgment and deny alcohol to anyone who appears to have already had too much to drink. If a problem arises in this area, they should not hesitate to call on officers of the fraternity or the registered party hosts for assistance.

### **Registration & meetings**

The social chairs will register the event and take care of all the necessary meetings paperwork and meetings. If they cannot do so, the VPs will assist the president in performing this task.

### **Sober Monitor(s)**

At least two house officers, usually out of the President, Risk Manager or Social Chairs, will remain sober throughout the duration of the party so as to provide oversight, troubleshooting, and monitoring of the assigned responsibilities, making sure that all brothers assigned specific responsibilities are performing as expected. The President, Risk Manager and/or the Social Chairs must be available to meet with Safety & Security Officers when they arrive to inspect for compliance with College rules.

### **Securing alcohol before & after event**

The social chairs will purchase the alcohol prior to the event. They will determine how much is needed based upon the expected number of guests and the SEMP formulas on the website. All beer, cans or kegs will be kept secure in the fridge behind the basement bar where only brothers can access it.

## **ALPHA DELTA ORGANIZATIONAL GUIDELINES FOR CO-SPONSORING EVENTS WITH ALCOHOL**

All co-sponsored events must involve a collaborative effort between the sponsoring organizations, led by the social chairs and risk managers. (These officers will be referred to as "*the organizers*").

The hosting organization should be responsible for registering the event with GLOS, but representatives from all co-sponsors should be present when registration takes place so they can be familiar with issues and concerns on the part of GLOS. *The organizers* should share with each other the internal SEMP policies of the hosting organization.

By **3pm** of the day of the event, *the organizers* should determine who will be purchasing the beer or alcohol, along with any food, mixer, or non-alcoholic beverages, and how the sharing of the costs will be divided. The inclusion of Green Team at the event should be strongly considered.

By **6pm** of the day of the event, a schedule of who will be doing door duty should be distributed to all social chairs and risk managers. Members of all co-sponsoring organizations should be involved with door duty. A similar schedule of those who will be distributing the beer or alcohol must be developed and distributed at the same time, but it should be up to the host organization to determine if members of all co-sponsoring organizations should be involved with the distribution, or only members of the hosting organization. It will be the responsibility of *the*

*organizers* to make sure that their members are aware of these schedules and that their members are meeting their responsibilities with regards to door duty and distribution.

*The organizers* of the co-sponsoring organizations should be present when Safety and Security make their initial inspection, and again when they make their final inspection.

Throughout the event *the organizers* must be vigilant to make sure that all attendees are in good shape and that no one is in danger. Obviously inebriated people must be told that they are no longer going to be served, and assistance must be provided for them, if necessary.

At the conclusion of the event, *the organizers* should make sure that any leftover beer or alcohol is secured and not available in the common spaces of the hosting organization. They must walk through the house to make sure that no one who attended the event is in a condition that requires assistance, and if such a situation exists, must make arrangements to provide that assistance, up to and including making a Good Sam call.

Within a day or two following the event, *the organizers* should meet to discuss how the event was managed and whether any changes should be made to how future co-sponsored events are organized.

### **The Six Principles**

In 1999 the Trustees of Dartmouth College mandated that the CFS system institute a set of reforms that would create a Greek system that better reflected the values and principles of the Dartmouth Community. Undergraduates, alumni and staff from ORL spent many long hours discussing what those values and principles were, and how to hold organizations accountable for instituting those values.

In 2000 the CFS announced what came to be known as **The Six Principles: accountability, scholarship, leadership, brotherhood/sisterhood, inclusiveness, and service/philanthropy**. A process known as the **Annual Action Plan** was put in place. This required every CFS organization to establish a set of goals and aspirations directed at achieving the Six Principles.

Every term Alpha Delta is required to submit an Action Plan setting goals that reflect the Six Principles, and detailing what they plan to do to meet those goals. This is a process that should include participation by officers and other leaders, and should involve serious thought about what AD wants to achieve. While the Action Plan is a set of specific goals, they are not necessarily the “last word” on what each organization will do during the upcoming term. For example, AD may find that there are opportunities that arise that they may have not anticipated while writing their action plan. That does not mean that AD shouldn’t take advantage of those opportunities - we should. At the same time, we may find that some of the goals we set were unrealistic or overly ambitious. This is often that case for any organization, and failure to meet all of the goals that have been set does not indicate a lack of success. However, a good faith effort should be made to reach all the goals we established

It is important that everyone understand the goals we have set, and that each officer understands what his responsibilities are in meeting those goals. Both leadership by the officers and participation by the entire brotherhood is necessary if we are to make a reasonable effort to meet the Six Principles and achieve the goals we have set in our Action Plan.