

Code of Chapter Regulations

Delta Sigma Phi Chapter of Alpha Chi Rho

January 11, 2023



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General Provisions

§ 1 General Definitions

As used in this Code, unless context requires otherwise:

- (a) **Academic Year** means any day between the first day of A Term and the last day of D Term, as defined by the WPI Undergraduate Academic Calendar.
- (b) **Bylaws** means the current bylaws of the undergraduate **Chapter**.
- (c) **Chapter** means the Delta Sigma Phi Chapter of Alpha Chi Rho.
- (d) **Chapter Property** means any property owned, leased, or otherwise operated by the **Chapter**.
- (e) **Executive Council** means the body defined by Article III, Section 1 of the **Bylaws**.
- (f) **Fine** means a punishment imposed on a **member** by the **Executive Council**, which may include, but shall not be limited to, monetary fines, assignment of additional duties, or restrictions on privileges of membership that are not in conflict with the **Bylaws** or **National Documents**.
- (g) **House** means any properties owned, leased, or otherwise operated by the **Chapter** in which one or more **members** reside.
- (h) **Member** means a Brother or Postulant of the **Chapter**.
- (i) **National Documents** means the Constitution, Bylaws, and Ritual of the National Fraternity of Alpha Chi Rho.

- (j) **Personal Property** means any items in the **house** which are not **chapter property**.
- (k) **Primary House** means the property located at 8 Boynton St, Worcester MA, 01609.
- (l) **Resident** means anyone residing in the **house**, regardless of their status as a **member** or Brother.
- (m) **Secondary House** means any property that is part of the **house** which is not the primary house.

§ 2 Acronyms and Initialisms

As used in this Code, unless context requires otherwise:

- (a) **ABV** means Alcohol By Volume.
- (b) **IFC** means the WPI chapter of the Interfraternity Council.
- (c) **WPI** means Worcester Polytechnic Institute.

§ 3 Technical and Conforming Changes

The parliamentarian shall be authorized to correct or modify chapter and section designations, punctuation, and cross-references and to make such other technical and conforming changes to this Code as may be necessary to reflect the intent of the **Chapter**.

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Chapter Council

[RESERVED]

3 Chapter Code of Regulations

Executive Council

Brothers cannot vote on their own fine.

4 Chapter Code of Regulations Officers

[RESERVED]

5 Chapter Code of Regulations Committees

[RESERVED]

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Chapter Facilities

§ 1 Definitions

[RESERVED]

§ 2 Common Areas

- (a) The responsibility for maintaining clean and orderly common rooms shall rest upon the House Manager.
- (b) Smoking shall not be permitted in common areas.
- (c) **Personal property** shall not be left in any common area for an extended period of time without approval of the House Manager.

§ 3 Visitation

There shall be unlimited parietal hours.

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Kitchen Operations

[RESERVED]

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Chapter Property

§ 1 Definitions

As used in this chapter, unless context requires otherwise:

- (a) Damage means an **unauthorized modification** which results in a loss of value, usefulness, or ability to the property modified.
- (b) Repair means the restoration of **damaged** or **worn Chapter property** to its original condition, or the substitution of **damaged** or **worn Chapter property** with at least an equivalent unit.
- (c) Unauthorized modification means the intentional or unintentional alteration of **Chapter property** without proper authorization.
- (d) Wear means the loss of value, usefulness, or ability of **Chapter property** not caused by an **unauthorized modification**.

§ 2 Damage to Chapter Property

- (a) A resident must **repair** damage caused to **Chapter property** at his own expense
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 - (1) Within 24 hours if the property is essential for the day-to-day business of the **Chapter**;
 - (2) Within 72 hours if the property is located in a common area;

- (3) Within two weeks in cases where 8 CCR § 2(a)(1) or 8 CCR § 2(a)(2) are not applicable; or
 - (4) Within a period set by the House Manager.
- (b) If a member is unable to make repairs in accordance with 8 CCR § 2(a), they may be fined the cost of repairs by the Executive Council.

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Risk Management

§ 1 Definitions

As used in this chapter, unless context requires otherwise:

- (a) **Assistant Risk Manager** means a **member** appointed by the Risk Management Officer to assist in responding to incidents, as well as assist in managing the regular operations of the **Risk Management Committee**.
- (b) **Compliant Alcoholic Beverage** means an alcoholic beverage which:
 - (1) Is served in a sealed container;
 - (2) Is served as a twelve ounce or smaller portion;
 - (3) Is not served in a glass container; and
 - (4) Is less than 6% ABV.
- (c) **Risk Management Committee** means a special committee consisting of the Risk Management Officer, President, at least one **Assistant Risk Manager**, and all **sobers**.
- (d) **Sober** means a **member** assigned to Risk Management Duties by the Risk Manager.
- (e) **Social Event** means any event organized by the **Chapter**:
 - (1) At which guests are present; and
 - (2) That is held in the **house**.
- (f) **Valid ID** means a form of photo identification issued by state or federal government which confirms that the ID holder is above 18 years of age. .

§ 2 Risk Management Committee

- (a) The **Risk Management Committee** shall be present at the **house** for all weekend nights during the **academic year**, as well as all **social events**.
- (b) The President shall assist in coordinating responses to any incidents, as well as communicating any necessary information with IFC and WPI.
- (c) The **Risk Management Committee** shall ensure the safety of all **members** and guests, as well as safely managing any situations that may arise.
- (d) **Sobers** are dismissed from the **Risk Management Committee** at the end of the night by the Risk Management Officer:
 - (1) Not before 02:00; and
 - (2) After all guests have left the **house**.

§ 3 Social Events

- (a) During **social events**:
 - (1) Smoking shall be prohibited in the **house**;
 - (2) **Members** and guests shall remain in common areas unless granted permission to enter non-common areas by the Risk Management Officer;
 - (3) **Valid ID** shall be required for guests to enter the **house**;
 - (4) **Valid IDs** shall be used to provide guests of a legal drinking age, and clearly mark guests which are not of legal drinking age;
 - (5) **Valid IDs** shall be used to ensure that only invited guests are permitted in the **house**; and
 - (6) Members of the **Risk Management Committee** may be divided among the following roles:
 - (A) **Bar Risk** —
 - (i) Shall be responsible for providing drinks to those over 21 years of age and hole-punching their drink cards;
 - (ii) Shall ensure that no drinks are left on the bar top;
 - (iii) Shall dispose of any alcoholic beverages left on the bar;

- (iv) Shall ensure that **members** and guests are behaving appropriately in the party room; and
 - (v) Shall inform the Risk Management Officer or the President of inappropriate behavior in the party room.
- (B) **Coat Check** —
 - (i) Shall care for the coats and other belongings of guests;
 - (ii) Shall ensure that the belongings of guests are not stolen or damaged;
 - (iii) Shall return belongings to guests upon request; and
 - (iv) Shall not go through or search the belongings.
- (C) **Desk Risk**
 - (i) Shall ensure that all guests have **valid ID**;
 - (ii) Shall give guests which are eligible per IFC bylaws for drink cards or wristbands;
 - (iii) Shall remove empty containers from the dining room every hour.
- (D) **Dining Room Risk** —
 - (i) Shall ensure that all **members** and guests in the dining room are safe and following all rules; and
 - (ii) Shall remove empty containers from the dining room every hour; and
 - (iii) Shall ask each guest to sign a consent form outlining that they will obey Risk and inform them of the rules of the **house**.
- (E) **Foyer Risk** —
 - (i) Shall ensure that no guests enter through the front door of the **primary house**;
 - (ii) Shall ensure that guests leave through the front door, and disallow re-entry;
 - (iii) Shall assist guests in need with finding rides home using the SNAP service;
 - (iv) Shall periodically remove all empty containers from the foyer; and
 - (v) Shall prevent **members** or guests from bringing alcoholic beverages to the second or third floor of the **primary house**.
- (F) **Front Door Risk** —
 - (i) Shall check in all guests, ensuring that they are invited and have **valid ID**;

- (ii) Shall give guests which are eligible per IFC bylaws for drink cards or wristbands;
 - (iii) Shall assist guests in need with finding rides home using the SNAP service;
 - (iv) Shall periodically remove all empty containers in the room; and
 - (v) Shall ensure that guests to not bring alcoholic beverages to the second or third floor of the **primary house**.
- (G) **General Risk** —
- (i) Shall consist of at least the Risk Management Officer and President; and
 - (ii) Shall roam throughout the house and ensure the safety of all **members** and guests.
- (H) **Party Room Risk** —
- (i) Shall ensure that all **members** and guests in the party room are safe and following all rules; and
 - (ii) Shall clear the party room of empty containers every hour.
- (I) **Second Floor Bathroom Risk** —
- (i) Shall ensure that only one person uses the bathroom at a time; and
 - (ii) Shall ensure that there are no alcoholic beverages present on the second floor of the **primary house**.
- (J) **Second Floor Stairs Risk** —
- (i) Shall ensure that **residents** do not attempt to enter their rooms; and
 - (ii) Shall ensure that there are no alcoholic beverages present on the second floor of the **primary house**.
- (K) **Side Door Risk**
- (i) Shall check in all guests, ensuring that they are invited and have **valid ID**;
 - (ii) Shall ensure that the number of people in the house does not exceed capacity; and
 - (iii) Shall ensure that guests waiting in line do not have any alcoholic beverages and are orderly.
- (b) A formal is a social event for which:

- (1) **Members** may invite not more than one guest
 - (2) The **Risk Management Committee** shall be composed of the Risk Management Officer, the President or an elected member of the Executive Board, and not fewer than four **sobers**, and shall fill the following roles as defined by **9 CCR § 3(a)(6)**:
 - (A) One Dining Room Risk;
 - (B) Not fewer than two General Risk;
 - (C) One Front Door Risk; and
 - (D) Two Party Room Risk.
- (c) A social is a social event for which:
- (1) **Members** may invite not more than two guests
 - (2) The **Risk Management Committee** shall be composed of the Risk Management Officer, the President or an elected member of the Executive Board, and not fewer than seven **sobers**, and shall fill the following roles as defined by **9 CCR § 3(a)(6)**:
 - (A) One Dining Room Risk;
 - (B) Not fewer than two General Risk;
 - (C) Two Front Door Risk; and
 - (D) Two Party Room Risk.
- (d) A party is a social event for which:
- (1) **Members** may invite not more than three guests
 - (2) The **Risk Management Committee** shall be composed of the Risk Management Officer, the President, and not fewer than eight **sobers**, and shall fill the following roles as defined by **9 CCR § 3(a)(6)**:
 - (A) Three Bar Risk;
 - (B) Three Coat Check;
 - (C) Two Desk Risk;
 - (D) One Foyer Risk;
 - (E) One Second Floor Bathroom Risk;
 - (F) One Second Floor Stairs Risk;
 - (G) Not fewer than two General Risk; and
 - (H) Three Side Door Risk.

§ 4 Beverages

- (a) No alcoholic beverages over 15% ABV shall be permitted in the **house**. If found, the beverage will be disposed of. If in the possession of a guest, the guest will be escorted off the property.
- (b) During **social events** —
 - (1) Only **compliant alcoholic beverages** will be permitted;
 - (2) Alcohol is not permitted in non-common areas, on the second floor of the **primary house**, or on the third floor of the **primary house**; and
 - (3) Alcoholic beverages shall not be served to overly-intoxicated individuals.

§ 5 Food and Water

- (a) Food and water shall be made available to all guests present at any and all **social events**.
- (b) Food such as crackers and saltines shall be purchased in preparation for **social events**, and labeled "RISK" for consumption during events.
- (c) Water is provided upon request, or upon the recommendation of a member of the **Risk Management Committee**.

§ 6 Information

- (a) At all **social events**, informational posters shall be posted which:
 - (1) Include the following information:
 - (A) Name and phone number of the President;
 - (B) Name and phone number of the Risk Management Officer;
 - (C) Emergency and non-emergency phone numbers of campus police; and
 - (D) Phone number of the IFC On Duty Line.
 - (2) Are displayed in the following locations:
 - (A) All bathrooms;
 - (B) All exits and entrances;

- (C) In the Library; and
 - (D) At the stairs to the second floor.
- (3) Additional posters will display:
 - (A) Strobing light warnings;
 - (B) Instructions for contacting SNAP; and
 - (C) Markings for restricted and off-limit areas.
- (b) At all **social events**, the **Risk Management Committee** shall wear letter shirts as a uniform. All **members** who are not on the **Risk Management Committee** must not wear letters to avoid confusion.
- (c) Fighting among guests or **members** is prohibited. Violators will be removed from the **house** and, if necessary, law enforcement will be called.
- (d) Guests must be approved by the House Manager and Risk Manager to stay in the **house** after an event has concluded.

§ 7 Emergency Action Plans

In the event of one of the emergencies listed below, the following procedures will be followed:

- (a) Fires —
 - (1) In the event of a fire, or a fire alarm sounding, all occupants of the **house** are to leave the **house** in an orderly fashion, and gather in the driveway.
 - (2) The Risk Management Officer and/or any Assistant Risk Manager(s) will make sure all guests and **residents** are accounted for and assess any injuries until the proper authorities arrive.
- (b) Flooding —
 - (1) In the event of flooding in the **house**, all occupants of the **house** are to leave the house in an orderly fashion and gather in the driveway.
 - (2) The Risk Management Officer and/or any Assistant Risk Manager(s) will make sure all guests and **residents** are accounted for and assess any injuries until the proper authorities arrive.
- (c) Alcohol Poisoning —

- (1) In the event of alcohol poisoning of a **member** or guest, the Risk Management Officer will be notified.
- (2) In accordance with the IFC Culture of Care Resolution, the Risk Management Officer will contact the proper authorities, and take care of the **member** or guest until they arrive.
- (3) Sexual Assault —
- (4) In the event of a sexual assault occurring in the **house**, the Risk Management Officer will be notified.
- (5) The victim will be brought to the library, and information on the perpetrator will be collected before removing them from the **house**.
- (6) The Risk Management Officer will contact the proper authorities, and take care of the victim until they arrive, should the victim want the assistance of authorities.
- (7) The victim's wishes will be the Risk Management Officer's top priority.

In the event that an emergency that was not described above occurs, the Risk Management Committee will act under the supervision of the President, ensuring that brother and guest safety is made a priority. If the emergency cannot be resolved, or the president deems it worthy, the chapter premise will be evacuated, and proper authorities will be contacted.

§ 8 Education and Continuation of Policies

- (a) The Risk Management Officer shall present a seminar on risk policies and managing risks at least twice during the school year. This seminar shall consist of a presentation on risk policies, followed by scenarios where **members** will practice responding to common risk scenarios, such as alcohol poisoning, sexual assault, medical emergencies, and mental health emergencies.
- (b) The Risk Management Officer and Fire Marshall shall present a fire safety plan to the **Chapter** every D Term.

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Postulancy

[RESERVED]