Alcohol Policy and Procedure Review Facilitator’s Guide

Introduction

This facilitator’s guide will assist you in completing the Delta Gamma Alcohol Policy and Procedure Review as required by the Calendar Planning Guide. The review should be conducted at the first meeting of the term. The alcohol policy should be also reviewed with new members if recruitment is after the first business meeting of the term. You should plan this review in coordination with the Crisis Management Procedures Review. The purpose of this presentation and review is to educate and inform the chapter of the policies they are to abide by, the procedures they are to follow and the consequences of not doing so. The areas to cover are: alcohol, transportation, social conduct, and legal liability.

The programs you choose to facilitate for the chapter should focus on all areas and educate members of their responsibility and expectations as members of the Fraternity. Additionally, the programs will help educate your members on the reasoning behind Delta Gamma policies and procedures. This facilitation guide provides you with several options of various programming which can be used to review policy and procedures, using active facilitation depending upon the needs of your chapter.

Remember that the information you are presenting is not up for debate or disagreement. The policies and procedures are in place for ALL members and new members of the Fraternity. Forty-eight (inter)national fraternities and sororities follow many of these, namely the Fraternity Information & Programming Group (FIPG) policies. As you facilitate this program, keep participants from questioning the content and rather ask how they can align their actions with the policies, procedures, and most importantly, the values of Delta Gamma Fraternity.

This facilitation guide is divided into three parts:

**Section 1:** Lists relevant Fraternity and FIPG policies and procedures. These should be reviewed at the same meeting prior to beginning each activity.

**Section 2:** Contains four different activities that can be used to review the policies found in Section One. These will provide the responsible chapter officers with ideas and options for how the policies can be reviewed in an engaging way.

**Section 3:** This is the appendix. It contains any supplemental handouts to the activities.

If you have any ideas for future alcohol policy review activities, please submit them to erinh@deltagamma.org.
STOP
Before you turn the page, please read the information below!

Facilitation Tips

How do I use this facilitation guide?
Facilitation can be tricky and requires preparation, awareness, and flexibility. This handout provides you with facilitation strategies and questions to ensure a successful discussion.

Curriculum Key
To better understand the curriculum, take note of the following notations:

<table>
<thead>
<tr>
<th>Notation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X/XX</td>
<td>Denotes the time. The first X is the number of minutes this section takes. The second set of numbers is at the conclusion of this section, how many minutes you are into the session.</td>
</tr>
<tr>
<td>Italics</td>
<td>Marks curriculum you should tell/ask students.</td>
</tr>
<tr>
<td>Plain text</td>
<td>Indicates instructions for you as the facilitator.</td>
</tr>
</tbody>
</table>

What is facilitation?
- Facilitation is 90% listening and 10% talking.
- Facilitators assist the group in hearing themselves process the material/topic.
- Facilitation consists of asking lots of questions and more importantly, knowing (and being comfortable with the fact) that you will not have all the answers, nor should you. Rather, assist your chapter’s members/new members in reaching their own conclusions.

Preparation is not an option — it’s a must!
One of the most important elements in ensuring a successful facilitation is preparation. As the facilitator, you must be prepared for the program. Simply “winging it” will not suffice. It is very important that you are familiar with the curriculum.

Before the Program:
- Read through each of the activities in the Alcohol Policy and Procedures Review Facilitator’s Guide and work with your chapter’s CMT and/or Honor Board to determine which activity will be the most beneficial for your chapter.
- When you have selected which option to facilitate, review the program thoroughly to familiarize yourself with the material. You should also begin collecting the needed supplies and equipment. These will be listed at the top of each program, along with a section marked “PRIOR TO THE WORKSHOP,” which will help you in being prepared.
Alcohol Policy and Procedure Review Facilitator’s Guide

Section 1—Fraternity and FIPG Policies and Procedures
All Fraternity policies can be found in the Fraternity and Foundation library on the new deltagamma.org.

Fraternity Policies

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Alcohol is forbidden at all Delta Gamma fundraising events that involve athletic performance and/or require maximum mental alertness and physical condition of the participants. Refer to Fund Raising Precautions for more information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/Big/Little Sister Revealing</td>
<td>No events/activities (individual or group) wherein alcoholic beverages are available may take place within 24 hours of Big/Little Sister Revealing (October 2008).</td>
</tr>
<tr>
<td>Alcohol/Event Attendance</td>
<td>Members and new members may not be required to attend any collegiate function where alcohol is available.</td>
</tr>
<tr>
<td>Alcohol/Event Sponsors</td>
<td>Delta Gamma Fraternity or Foundation functions may not be sponsored by distributors of alcoholic beverages (Joint 07/05).</td>
</tr>
<tr>
<td>Alcohol/Inspiration and Initiation</td>
<td>Pre- and post-events/activities (sponsored or co-sponsored) wherein alcoholic beverages are available may take place no less than 48 hours prior to Inspiration/Initiation, nor 24 hours after Inspiration/Initiation/Celebration. The Celebration should be an alcohol-free event. No events (with or without alcohol) should occur between Inspiration and Initiation.</td>
</tr>
<tr>
<td>Alcohol/Pre-/Post-Event</td>
<td>Pre- and post-event activities (sponsored or co-sponsored by Delta Gamma) where alcoholic beverages are available may take place no less than 48 hours prior to a fundraising event or 24 hours after the event (Joint 09/06).</td>
</tr>
<tr>
<td>Alcoholic Beverages/Chapter/Fraternity/Funds</td>
<td>Chapter or Fraternity funds may not be used for the purchase of alcoholic beverages.</td>
</tr>
<tr>
<td>Alcoholic Beverages/Delta Gamma Property</td>
<td>No alcoholic beverages may be served or stored on Delta Gamma property. Note: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors, and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters.</td>
</tr>
</tbody>
</table>
| Fundraising Precautions                   | The following precautions shall be taken for all Delta Gamma fundraising events which involve athletic performance and/or require maximum mental alertness and physical condition of the participants:  
1. An Event Guideline must be completed for each event and approved by  |


### Membership Responsibility

Each Delta Gamma has an obligation to conduct herself in a way that brings credit to herself and Delta Gamma. She also has an obligation to refrain from actions which will harmfully implicate the Fraternity, her chapter, or an individual member of Delta Gamma, or which would reflect unfavorably on any of these. She is expected to comply with college/university regulations and local, provincial, state, and federal laws. Refer to the Statement of Obligation and Member Responsibilities.

### Overnight/Weekend Parties

Delta Gamma collegiate chapters may not sponsor or co-sponsor overnight parties, which include men or the service of alcohol.
Alcohol Procedures (Section 6 of the CCOM):

<table>
<thead>
<tr>
<th></th>
<th>The Event Guideline Form found on e-ops+ must be completed for events with alcohol. Event Guidelines for events with alcohol are reviewed by the Operations Department at Executive Offices. Event Guidelines for events without alcohol are reviewed and approved by the Advisory Team Chairman (ATC). Activities, scheduled or non-scheduled, taking place prior to or immediately following the stated time for the events on the Event Guideline Details Sheet will generally be considered a continuation of the event. Out-of-town events are generally discouraged.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Transportation shall be provided for all individuals attending the event at chapter expense to and from an event. All individuals attending the event must ride the provided transportation.</td>
</tr>
<tr>
<td>3</td>
<td>Alcoholic beverages may NOT be served or consumed on a bus.</td>
</tr>
<tr>
<td>4</td>
<td>A cash bar, provided and staffed by the venue or a licensed bartender, may be available for those members/new members/guests who are of legal drinking age and who have proper identification.</td>
</tr>
<tr>
<td></td>
<td>Note: In states that do not license individual bartenders, a non-member (minimum age—25 years old) of any sponsoring/co-sponsoring group or a hired caterer may dispense alcohol as bartender.</td>
</tr>
<tr>
<td>5</td>
<td>Functions are “By Invitation Only” for Delta Gammas and their guests with a list prepared and posted and copies supplied to advisers and security.</td>
</tr>
<tr>
<td>6</td>
<td>The chapter shall hire security to maintain the environment appropriate to a Delta Gamma function.</td>
</tr>
<tr>
<td>7</td>
<td>Once a member/new member or guest leaves an event, he/she shall not be allowed to return to the event.</td>
</tr>
<tr>
<td>8</td>
<td>Event themes should be reflective of Delta Gamma’s purpose and values.</td>
</tr>
<tr>
<td>9</td>
<td>Honor Board and the Chapter Management Team must carefully communicate to the chapter their thoughtful plans to address any inappropriate social behavior, most especially regarding the use/abuse of alcohol and drugs among members/new members and guests at group functions. Example: If a guest becomes intoxicated, the establishment will serve no more alcohol and transportation home for the guest will be provided.</td>
</tr>
<tr>
<td>10</td>
<td>Delta Gammas will be held responsible for their guests’ behavior at social events.</td>
</tr>
<tr>
<td>11</td>
<td>Non-salted foods in ample quantities (e.g. vegetables/fruit and dip, cheese and crackers, chicken nuggets, meat and cheese) shall be available at all times.</td>
</tr>
<tr>
<td>12</td>
<td>Non-alcoholic beverages (soft drinks, spring water, punch) shall be available at all times and in sufficient quantity to serve all participants.</td>
</tr>
</tbody>
</table>
### Alcohol Policy and Procedure Review Facilitator's Guide

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<tbody>
<tr>
<td><strong>13</strong></td>
<td><strong>Beverages</strong> should be served from their original containers into individual cups; avoid serving from any large, open container, such as a punch bowl.</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>All social events</strong> shall be controlled by careful monitoring. Steps to be taken may include serving coffee and food. <strong>Alcohol service</strong> must be discontinued 1 hour prior to the end of the social event.</td>
</tr>
</tbody>
</table>

### Fraternal Information & Programming Group (FIPG) Procedures (Section 6 of the CCOM):

<p>| | |</p>
<table>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>No alcoholic beverages may be purchased through or with chapter funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>The possession, sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event within the provisions of this policy, including the use of a third party vendor and sponsored with a charitable organization if the event is held within the provisions of this policy.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>No chapter may sponsor or co-sponsor, co-finance, or attend or participate in a function at which alcohol is purchased by any of the host</td>
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<tr>
<td>8</td>
<td>All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.</td>
</tr>
<tr>
<td>9</td>
<td>No member or pledge, associate/new member or novice shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes, but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares,” or any activity involving the consumption of alcohol, which involves duress or encouragement related to the consumption of alcohol.</td>
</tr>
<tr>
<td>10</td>
<td>No alcohol shall be present at any pledge/associate/new member/novice program, activity, or ritual of the chapter. This includes, but is not limited to activities associated with “bid night,” “big brother—little brother” events or activities, “big sister—little sister” events or activities, “family” events or activities, or Initiation.</td>
</tr>
</tbody>
</table>
Section 2: Policy Review Activities

OPTION 1: SCENARIOS IN GROUPS

Purpose: To educate members on Delta Gamma policies and procedures and give them a thorough understanding of why they exist and what behaviors are associated with not upholding them.

Time Allotted: 15 minutes

Supplies Needed:
- Flipchart Paper
- One scenario per group (Appendix A)
- Markers
- Alcohol Policies and Procedures and FIPG Policy for your reference (Section 1)

PRIOR TO THE WORKSHOP

1. Write questions for scenarios on flipchart paper or giant sticky note.
2. Print 1 scenario per group based on your chapter’s size (groups should be approximately 6-10 people).
3. Print Delta Gamma Alcohol Policy and Procedures and FIPG Policy for your reference (Section 1).

INTRODUCTION

We are here to review and discuss Delta Gamma Fraternity’s alcohol policies and procedures. I know this can feel a bit tedious, but it is necessary to review this information 1) to make sure we are correctly following all policies, 2) to understand why the policies are in place, and 3) be sure that we are living up to our Delta Gamma values and that our actions reflect our ritual.

ALCOHOL POLICY REVIEW

It is not necessary to review every single policy, particularly if they only relate to event planning or information officers need to know. However, please review (from section 1): Alcohol/Big/Little Sister Revealing, Alcohol/Inspiration and Initiation, Alcoholic Beverage/Delta Gamma Property, and Membership Responsibility. For Alcohol Procedures, please review: #3, #7, #8, #9, and #10.
### FIPG REVIEW AND EXPLANATION

After reviewing the policies, explain FIPG. FIPG stands for the Fraternal Information and Programming Group. This group developed 10 policies, which are followed by nearly 50 inter/national fraternal organizations. You might emphasize #4, which states that no members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age and #10, which explicitly states that no alcohol shall be present at any new member activity or ritual, including Big/Little Reveal and Initiation.

I’m telling you this, so you know that virtually every chapter on our campus has similar policies in place that they are supposed to follow. These policies keep chapter members and new members safe, help protect the chapter, and assure that Delta Gamma Fraternity’s members are in alignment with our purpose and values.

### DELTA GAMMA’S PURPOSE AND ARTICLE II REVIEW

Delta Gamma’s purpose in Article II states: The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.

All of Delta Gamma’s policies, but particularly those related to alcohol, revolve around our purpose.

### REVIEW ACTIVITY

We are now going to do an activity to discuss the policies we have just reviewed.

Break the chapter up into groups of 6-10, depending upon your chapter’s size. Hand out a scenario from Appendix A to each group. Explain to each group that they are to examine the scenario, determine if the scenario violates the Delta Gamma Alcohol Policy and Procedures, and why the policy might exist.

Give groups roughly 5 minutes to complete and then ask groups to quickly report their findings. Use the bullet points in the Facilitator’s Section of Appendix A to guide the discussion and reinforce points.

### CONCLUSION

Thank all of you so much for your time and attention today. Remember that as sisters, we are here to take care of each other, as well as hold each other to the high values and standards that are extended to us as members of Delta Gamma. It is an honor and a privilege to be a part of this organization. If you see one of your sisters behaving in a way that does not reflect our values and our purpose, it is your responsibility to
Alcohol Policy and Procedure Review Facilitator’s Guide

**OPTION 2: WHAT’S WRONG WITH THIS PICTURE?**

**Purpose:** To educate members on Delta Gamma policies and procedures and give them a thorough understanding of why they exist and what behaviors are associated with not upholding them.

**Time Allotted:** 15 minutes

**Supplies Needed:**
- A/V Equipment
- “Alcohol Policy Pictures” PowerPoint Presentation for Option Two (Find in Barbara Nussa Boersma Library on www.deltagamma.org)
- Appendix B for your reference
- Delta Gamma Alcohol Policies and Procedures and FIPG Policy for your reference (Section 1)

<table>
<thead>
<tr>
<th>PRIOR TO THE WORKSHOP</th>
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</thead>
<tbody>
<tr>
<td>1. Ready the “Alcohol Policy Pictures” PowerPoint on A/V equipment.</td>
</tr>
<tr>
<td>2. Print Appendix B for your reference.</td>
</tr>
<tr>
<td>3. Print Delta Gamma Alcohol Policy and Procedures and FIPG Policy for your reference (Section 1).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>1/1 INTRODUCTION</th>
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<tbody>
<tr>
<td>We are here to review and discuss Delta Gamma Fraternity’s alcohol policies and procedures. I know this can feel a bit tedious, but it is necessary to review this information 1) to make sure we are correctly following all policies, 2) to understand why the policies are in place, and 3) be sure that we are living up to our Delta Gamma values and that our actions reflect our ritual.</td>
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<tr>
<th>3/4 ALCOHOL POLICY AND PROCEDURES REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is not necessary to review every single policy, particularly if they only relate to event planning or information officers need to know. However, please review (from section 1): Alcohol/Big/Little Sister Revealing, Alcohol/Inspiration and Initiation, Alcoholic Beverage/Delta Gamma Property, and Membership Responsibility.</td>
</tr>
</tbody>
</table>

For Alcohol Procedures, please review: #3, #7, #8, #9, and #10.

| 2/6 FIPG REVIEW AND EXPLANATION |
After reviewing the policies, explain FIPG. FIPG stands for the Fraternal Information and Programming Group. This group developed 10 policies, which are followed by nearly 50 inter/national fraternal organizations.

You might emphasize #4, which states that no members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age and #10, which explicitly states that no alcohol shall be present at any new member activity or ritual, including Big/Little Reveal and Initiation.

I’m telling you this, so you know that virtually every chapter on our campus has similar policies in place that they are supposed to follow. These policies keep chapter members and new members safe, help protect the chapter, and assure that Delta Gamma Fraternity’s members are in alignment with our purpose and values.

### DELTA GAMMA’S PURPOSE AND ARTICLE II REVIEW

Delta Gamma’s purpose in Article II states: The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character. All of Delta Gamma’s policies, but particularly those related to alcohol, revolve around our purpose.

### REVIEW ACTIVITY

We are now going to do an activity to review the policies we have just reviewed. Display pictures from “Alcohol Policy Pictures PowerPoint” on projector screen and ask chapter members/new members to explain what is wrong with the picture and what policy it violates. Ask them to discuss how they could make the picture “right” or so that it no longer violates the Delta Gamma alcohol policy and procedures. Supplement their answers with the answers found in Appendix B.

### CONCLUSION

Thank all of you so much for your time and attention today. Remember that as sisters, we are here to take care of each other, as well as hold each other to the high values and standards that are extended to us as members of Delta Gamma. It is an honor and a privilege to be a part of this organization. If you see one of your sisters behaving in a way that does not reflect our values and our purpose, it is your responsibility to confront her or write an SOR. Take care of each other, hold each other accountable, and think about the pledge you took during the Pi Alpha ceremony and Initiation with regard to living Delta Gamma’s purpose.
OPTION 3: UPHOLDING THE POLICIES

**Purpose:** To educate members on Delta Gamma policies and procedures and give them a thorough understanding of why they exist and what behaviors are associated with not upholding them.

**Time Allotted:** 15 minutes

**Supplies Needed:**
- Delta Gamma Alcohol Policy and Procedures and FIPG Policy for your reference (Section 1)
- Solo Cup (preferably red for each member)
- Sharpie markers

PRIOR TO THE WORKSHOP

| 1. Gather red solo cups, enough for each chapter member. |
| 2. Gather Sharpie markers. |
| 3. Have Appendix C ready for your reference. |
| 4. Print Delta Gamma Alcohol Policy and Procedures and FIPG Policy for your reference (Section 1). |

1/1 INTRODUCTION

We are here to review and discuss Delta Gamma Fraternity’s alcohol policies and procedures. I know this can feel a bit tedious, but it is necessary to review this information 1) to make sure we are correctly following all policies, 2) to understand why the policies are in place, and 3) to be sure that we are living up to our Delta Gamma values and that our actions reflect our ritual.

3/4 ALCOHOL POLICY AND PROCEDURES REVIEW

It is not necessary to review every single policy, particularly if they only relate to event planning or information officers need to know. However, please review: Alcohol/Big/Little Sister Revealing, Alcohol/Inspiration and Initiation, Alcoholic Beverage/Delta Gamma Property, and Membership Responsibility.

For Alcohol Procedures, please review: #3, #7, #8, #9, and #10.

After each policy, ask the chapter why they might be in place. See Appendix C for explanations of each policy. Pay particular attention to the explanations for Membership Responsibility, Alcohol/Big/Little Revealing, and #1 of the Alcohol Procedures.

Probe the chapter members to go deep, especially if they seem stuck on “the rules.”

2/6 FIPG REVIEW AND EXPLANATION

After reviewing the policies, explain FIPG. FIPG stands for the
Fraternal Information and Programming Group. This group developed 10 policies, which are followed by nearly 50 inter/national fraternal organizations.

You might emphasize #4, which states that no members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age and #10, which explicitly states that no alcohol shall be present at any new member activity or ritual, including Big/Little Reveal and Initiation.

I’m telling you this, so you know that virtually every chapter on our campus has similar policies in place that they are supposed to follow. These policies keep chapter members and new members safe, help protect the chapter, and assure that Delta Gamma Fraternity’s members are in alignment with our purpose and values.

Delta Gamma’s purpose in Article II states: The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character. All of Delta Gamma’s policies, but particularly those related to alcohol, revolve around our purpose.

We are now going to do an activity that will challenge you to uphold Delta Gamma’s alcohol policy. Give each chapter member/new member a red solo cup and a Sharpie. Instruct members/new members that Fraternity and sorority Life and being a member of Delta Gamma is more than just social events and parties. Encourage them to look past the “red solo cup” when they consider their membership in Delta Gamma and as a larger part of the fraternal community. Ask them to write down one of the policies you have discussed that they either have had trouble upholding in the past or that they pledge to recommit to upholding. Have them also write down a time they have struggled to uphold this policy.

Ask a few volunteers to share what they wrote and then ask all chapter members to sign their red solo cups, symbolizing their commitment to uphold their chosen policy. Encourage chapter members to hold onto their Red Solo Cups as reminders of their commitment to upholding policy. If you wish to write down what was shared to disseminate electronically to the chapter, this is also encouraged.
CONCLUSION

Thank all of you so much for your time and attention today. Remember that as sisters, we are here to take care of each other, as well as hold each other to the high values and standards that are extended to us as members of Delta Gamma. It is an honor and a privilege to be a part of this organization. If you see one of your sisters behaving in a way that does not reflect our values and our purpose, it is your responsibility to confront her or write an SOR. Take care of each other, hold each other accountable, and think about the pledge you took during the Pi Alpha ceremony and Initiation with regard to living Delta Gamma’s purpose.
OPTION 4: DO THE SCENARIOS ALIGN?

Purpose: To educate members on Delta Gamma policies and procedures and give them a thorough understanding of why they exist and what behaviors are associated with not upholding them.

Time Allotted: 15 minutes

Supplies Needed:
- Scenarios (Appendix D) for your reference; you may also use the explanations in Appendix C for your reference
- Delta Gamma Alcohol Policies and Procedures and FIPG Policy for your reference (Section 1)

PRIOR TO THE WORKSHOP

1. Print scenarios (Appendix D) for your reference during review of policy portion of workshop
2. Print Delta Gamma Alcohol Policy and Procedures and FIPG Policy for your reference (Section 1).

INTRODUCTION

We are here to review and discuss Delta Gamma Fraternity’s alcohol policies and procedures. I know this can feel a bit tedious, but it is necessary to review this information 1) to make sure we are correctly following all policies, 2) to understand why the policies are in place, and 3) be sure that we are living up to our Delta Gamma values and that our actions reflect our ritual.

ALCOHOL POLICY AND PROCEDURES REVIEW

It is not necessary to review every single policy, particularly if they only relate to event planning or information officers need to know. However, please review: Alcohol/Big/Little Sister Revealing, Alcohol/Inspiration and Initiation, Alcoholic Beverage/Delta Gamma Property, and Membership Responsibility.

For Alcohol Procedures, please review: #1, #3, #7, #8, #9, and #10.

FIPG REVIEW AND EXPLANATION

After reviewing the policies, explain FIPG. FIPG stands for the Fraternal Information and Programming Group. This group developed 10 policies, which are followed by nearly 50 inter/national fraternal organizations.

You might emphasize #4, which states that no members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age and #10, which explicitly states that no alcohol shall be present at any new member activity or ritual, including Big/Little Reveal and
Initiation.

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1/7 DELTA GAMMA’S PURPOSE AND ARTICLE II REVIEW

Delta Gamma’s purpose in Article II states: The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character. All of Delta Gamma’s policies, but particularly those related to alcohol, revolve around our purpose.

7/14 REVIEW/SCENARIO QUIZ

Read each of the scenarios in Appendix D one at a time. Ask chapter members to determine what policy is in violation. Ask how they would address the situation if they saw it happen or how the scenario could be amended to follow Delta Gamma Policy and Procedures.

1/15 CONCLUSION

Thank all of you so much for your time and attention today. Remember that as sisters, we are here to take care of each other, as well as hold each other to the high values and standards that are extended to us as members of Delta Gamma. It is an honor and a privilege to be a part of this organization. If you see one of your sisters behaving in a way that does not reflect our values and our purpose, it is your responsibility to confront her or write an SOR. Take care of each other, hold each other accountable, and think about the pledge you took during the Pi Alpha ceremony and Initiation with regard to living Delta Gamma’s purpose.
Appendix A: Scenarios for Option 1 (“Scenarios in Groups”)

Scenario #1: Omega Omega chapter of Delta Gamma is having their Big/Little Revealing. The bigs have been preparing gifts for their littles for several weeks now. Along with fun t-shirts and other swag, some of the bigs buy their littles fifths of liquor and put them in their goodie bags.
Questions to discuss:
Does this scenario violate the Alcohol Policy/Procedures? Which policy/procedure? Why does the policy/procedure exist?

Scenario #2: A Delta Gamma chapter decides to host a get-together with alcohol with a fraternity on campus. The event has not been approved through an Event Guideline Details Sheet, but the chapter members assume it is okay, since both members and non-members are in attendance.
Questions to discuss:
Does this scenario violate the Alcohol Policy/Procedures? Which policy/procedure? Why does the policy/procedure exist?

Scenario #3: A Delta Gamma chapter holds Initiation on a Saturday morning. That night, there is a formal planned, so the chapter can celebrate the Initiation of their new members into their sisterhood.
Questions to discuss:
Does this scenario violate the Alcohol Policy/Procedures? Which policy/procedure? Why does the policy/procedure exist?

Scenario #4: A Delta Gamma chapter hosts a formal at a venue a few miles from campus. The chapter has been excited for this event for weeks now. One member has pre-gamed with her date prior to getting on the bus. However, she seems fine to the officers checking her in on the bus. Once they get to the venue, the member and her date, who are both of age, has more to drink courtesy of the bartender. She and her date begin to be disruptive on the dance floor.
Questions to discuss:
Does this scenario violate the Alcohol Policy/Procedures? Which policy/procedure? Why does the policy/procedure exist?

Scenario #5: Members of a Delta Gamma chapter know not to store alcohol in the chapter house/suite/residence hall floor. However, many of them store bottles of alcohol in their cars, which are parked on the property.
Questions to discuss:
Does this scenario violate the Alcohol Policy/Procedures? Which policy/procedure? Why does the policy/procedure exist?
Appendix A: Explanations for Scenarios for Option 1 (“Scenarios In Groups”)

**Scenario #1:** Omega Omega chapter of Delta Gamma is having their Big/Little Revealing. The bigs have been preparing gifts for their littles for several weeks now. Along with fun t-shirts and other swag, some of the bigs buy their littles fifths of liquor and put it in their goodie bags.

- **Does the scenario violate the Alcohol Policy/Procedures?** Yes
- **Which policy/procedure?** Alcohol/Big/Little Sister Revealing
- **Why the policy/procedure exists:**
  - Delta Gamma Fraternity does not want the focus of the big/little process to be about alcohol. The focus should be on celebrating our sisterhood and values. Delta Gamma also respects the dignity and integrity of its members.
  - Not only are most new members under legal drinking age, but also because of power differential between members and new members, the new members may feel added pressure to drink.
  - Not all women choose to drink alcohol for a variety of reasons. Gluten allergies, especially, can cause problems, as most types of alcohol contain gluten and could make a member with an allergy very sick. Some women choose not to drink for religious or personal reasons.
  - The big sisters giving the little sisters alcohol, assuming that the little sisters drink alcohol.

**Scenario #2:** A Delta Gamma chapter decides to host a get-together with alcohol with a fraternity on campus. The event has not been approved through an Event Guideline Details Sheet, but the chapter members assume it is okay, since both members and non-members are in attendance.

- **Does the scenario violate the Alcohol Policy/Procedures?** Yes
- **Which policy/procedure?** Delta Gamma does not have a policy regarding the specific number of Delta Gammas or guests present that constitutes a Delta Gamma event. Delta Gamma determines if an event is a Delta Gamma event based on perception. If an observer with no inside knowledge of the event would possibly see the event as a Delta Gamma event based on the guests present, it is a Delta Gamma event and should thus be registered with Executive Offices. Essentially, if it looks like a duck, talks like a duck, walks like a duck, it probably is a duck.
- **Why the policy/procedure exists:**
  - Delta Gamma has procedures in place regarding event approval with the appropriate Executive Offices staff or advisers because DG cares about its members and wants them to be safe. Event approval is an important piece of this notion.
  - If a chapter event is perceived by an observer as a DG event, the entire chapter can be held liable for the event regardless if was meant to be a DG event. Delta Gamma always recommends registering any event that could be perceived as a DG event by following Event Guidelines procedures.
Further, if the chapter purposely chose not to follow DG procedures, the Fraternity’s insurance may not cover the chapter and its members. The officers and members may then be held responsible and this could result in the Court garnishing wages of both members and their parents, and other punitive action.

Scenario #3: A Delta Gamma chapter holds Initiation on a Saturday morning. That night, there is a formal planned, so the chapter can celebrate the Initiation of their new members into their sisterhood.

- Does the scenario violate the Alcohol Policy/Procedures? Yes
- Which policy/procedure? Alcohol/Inspiration and Initiation
- Why the policy/procedure exists:
  o An event with alcohol immediately following an event dedicated to our Ritual and values gives a poor impression of what Delta Gamma represents.
  o Since all members and new members are not of legal age to consume alcohol and some may choose not to consume at all, Delta Gamma does not want its members’ dues being spent on an event with alcohol that disrespects individual members’ decisions.
  o Delta Gamma does not want the focus of Initiation to be on alcohol. The focus should be on celebrating our Ritual, values, and the common bond we share.

Scenario #4: A Delta Gamma chapter hosts a formal at a venue a few miles from campus. The chapter has been excited for this event for weeks now. One member has pre-gamed with her date prior to getting on the bus. However, she seems fine to the officers checking her in on the bus. Once they get to the venue, the member and her date, who are both of age, have more to drink courtesy of the bartender. She and her date begin to be disruptive on the dance floor.

- Does the scenario violate the Alcohol Policy/Procedures? Yes
- Which policy/procedure? Alcohol procedures #9 (CMT and Honor Board need to address inappropriate social behavior) and Membership Responsibility
- Why the policy/procedure exists:
  o Each Delta Gamma has an obligation to conduct herself in a way that brings credit to herself and Delta Gamma.
  o She also has an obligation to refrain from actions which will harmfully implicate the Fraternity, her chapter, or an individual member of DG or which would reflect unfavorably on any of these. She is expected to comply with university regulations and local, state, provincial, and federal laws.
  o Every member of DG took an oath to uphold the values of the Fraternity. Over consuming and being disruptive at a formal does not uphold our values of character or social responsibility.
  o Although the event is not co-sponsored, the member is responsible for both her behavior and the behavior of her guest and Honor Board can hold the member accountable.
Scenario #5: Members of a Delta Gamma chapter know not to store alcohol in the chapter house/suite/residence hall floor. However, many of them store bottles of alcohol in their cars, which are parked on the property.

- Does the scenario violate the Alcohol Policy/Procedures? Yes
- Which policy/procedure? Alcohol/Delta Gamma property
- Why the policy/procedure exists:
  - Delta Gamma wants its living environments to support the Fraternity’s values and honor and protect its members’ dignity and privacy and, thus does not allow alcohol on its premises.
Appendix B: Pictures for Option 2 ("What’s Wrong with this Picture?")

1.

[Image of group of people and golf tournament poster]

CEOs and Office Hoes

2.

[Image of group in USA vs. Mexico costumes]

Blackout for MIKTO in Lynx BET vs. CMT Gangsta Themed

USA vs. Mexico
3. Pre-game before formal
5. 

![Image of a flask with text: Keep Calm and Call My Big]

6. 

![Image of a phone screen showing a conversation]

Littleeeeee

Bigggggggggg

LITTLEEEEE i had wineee

Big I can tell

Haha. I forget how many glasses i have had

But the bottle is almost gone

Jul 31, 2011 7:46 PM

Congratz big on being the bestest big next week we should drink some chateau Diana
Appendix B continued: Explanations for Option 2 (“What’s Wrong with this Picture?”)

1. These pictures violate Alcohol Procedures #8: Event Themes should be reflective of Delta Gamma’s purpose and values.
   - This policy exists because Delta Gamma wants to promote positive public images that align with our Purpose and values.
   - Event themes utilizing the word “hoes” or “sluts” or that degrade women otherwise are offensive to women, as well as to Delta Gamma’s purpose to develop in women the best qualities of character and social responsibility.
   - Think about your themes before executing them. Is this degrading to women? Would I be proud to show pictures of this event theme on Facebook? In the ANCHORA? The University’s Magazine or Newspaper? Would Executive Offices or my adviser approve?

2. These pictures also violate Alcohol Procedures #8: Event Themes should be reflective of Delta Gamma’s purpose and values.
   - This policy exists because Delta Gamma wants to promote positive public images that align with our Purpose and values.
   - Event themes that are not culturally or ethnically appropriate or stereotypical in nature are offensive to certain groups and do not reflect our Purpose and values. It also challenges the human dignity of individuals, something that Delta Gamma holds very dear.
   - Think about your themes before executing them. Might it offend certain groups on campus? Is it offensive to certain racial, ethnic, or cultural groups? Does it use another culture in a demeaning or derogatory way? Would I be proud to show pictures of this event theme on Facebook? In the ANCHORA? The University’s Magazine or Newspaper? Would Executive Offices or my adviser approve?

3. This violates both Member Responsibility, as well as FIPG #9, which states that members should not permit, tolerate, encourage or participate in drinking games.
   - These policies exist to encourage Delta Gamma women to behave responsibly and conduct themselves in ways that bring credit to themselves and Delta Gamma.
   - Drinking games encourage dangerous binge drinking behavior.
   - Drinking games also encourage the over consumption of alcohol, something Delta Gamma wishes to refrain from promoting, as alcohol is not a part of our purpose or our values.
     - Responsible drinking for only those members over the legal drinking age is what is permitted by Delta Gamma Fraternity, as well as by college and university regulations.
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4. This picture violates Alcohol Procedure #1. The women in the picture are dressed up for a formal and pre-gaming at an apartment or a house. The procedure states, “activities, scheduled or non-scheduled, taking place prior to or immediately following the stated time for the event…will generally be considered a continuation of the event.”

- Events that involve pre-post events increase the risk that an event attendee will be over served because the bartender may not be aware of the prior consumption.
- Events held a third party venue with a licensed bartender and security ensure laws are not being violated; whereas a social event at a house does not have a trained individual checking IDs, nor security to manage the safety of our members, if a situation did happen to arise.
- Pre-gaming encourages dangerous binge drinking behavior and places the chapter and its members at risk.
  - Discouraging pre-gaming and overconsumption keeps members safe and better ensures that an event will be kept under control and those women who are not of legal drinking age refrain from consuming alcohol.

5. This violates the Alcohol/Big/Little Sister Revealing policy.

- The focus of Big/Little Reveal should not be about alcohol.
- The big/little relationship should be about mentoring and celebrating our sisterhood, as well as our values.
- By a big giving a little a flask that says Keep Calm and Call My Big, it might be putting pressure on that little to drink, which crosses the line into hazing behavior because of power differentials between older and younger members.
- Delta Gamma respects the dignity of each of its members.
- Most littles are not of legal age to drink anyway, and DG never wants to put members or new members in situations where they might question their morals, beliefs, or values in order to belong.
- Mixing alcohol and big/little sets a poor precedent for membership responsibility and behavior and does not promote social responsibility, one of our values, as well as gives new members the impression that this type of behavior is acceptable.
- This type of behavior does not uphold our values and is incongruent with our Purpose.
  - Consider celebrating Big/Little Reveal with fun, sober events. Consider gifts that do not give new members the impression that the big/little relationship is about alcohol. See also: Appendix H in the Human Dignity Workshop with many potential activities that facilitate sisterhood and bonding free from alcohol, as well as hazing.
6. This picture also violates the Alcohol/Big/Little Sister Revealing policy, as well as FIPG #10, which states that “no alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter. This includes…big sister – little sister events or activities....”

- It is clear from the text message that the focus of this big/little relationship is about alcohol. Delta Gamma believes that the big/little relationship should not be about alcohol.
- The big/little relationship should instead be about mentoring and celebrating our sisterhood, as well as our values.
- A big texting her little about her level of intoxication might put pressure on that little to drink, which crosses the line into hazing behavior because of power differentials between older and younger members.
- Delta Gamma respects the dignity of each of its members.
- Most littles are not of legal age to drink anyway, and DG never wants to put members or new members in situations where they might question their morals, beliefs, or values in order to belong.
- Mixing alcohol and big/little sets a poor precedent for membership responsibility and behavior and does not promote social responsibility, one of our values, as well as gives new members the impression that this type of behavior is acceptable.
- This type of behavior does not uphold our values and is incongruent with our Purpose.
- This screenshot was submitted by a real person via the website Total Sorority Move.
Appendix C: Explanations for Option 3 (“Upholding the Policies”)

Alcohol/Big/Little Sister Revealing
- Delta Gamma Fraternity does not want the focus of Big/Little Reveal to be about alcohol. The focus should be on celebrating our sisterhood and values. Delta Gamma also respects the dignity and integrity of its members.
- Not only are most new members under legal drinking age, but also because of power differential between members and new members, the new members may feel added pressure to drink.
- Not all women choose to drink alcohol for a variety of reasons. Gluten allergies, especially, can cause problems, as most types of alcohol contain gluten and could make a member with an allergy very sick. Some women choose not to drink for religious or personal reasons.
- Involving alcohol in anything related to new members and/or big/little is risky and even dangerous.
- It also sets a poor precedent for expected membership responsibility and behavior. Some of our members’ poorest decisions are made while consuming alcohol. Connecting alcohol with Big/Little Revealing or the big/little relationship gives new members the impression that these decisions and behaviors are acceptable. Additionally, the changing of the focus from sisterhood and values to alcohol is incongruent with what new members are taught about Delta Gamma during recruitment, thus giving them a conflicting image of what membership in Delta Gamma looks like.

Alcohol/Inspiration and Initiation
- Any activities or events surrounding Inspiration and Initiation should be free of alcohol. Any pre- or post-event events/activities wherein alcoholic beverages are available may take place no less than 48 hours prior to Inspiration/Initiation nor 24 hours after Inspiration/Initiation/Celebration. The Celebration is also to be an alcohol-free event.
- Since all members and new members are not of legal age to consume alcohol and some may choose not to consume at all, Delta Gamma does not want its members’ dues being spent on an event with alcohol that disrespects individual members’ decisions.
- Delta Gamma does not want the focus of Initiation to be on alcohol. The focus should be on celebrating our Ritual, values, and the common bond we share.

Alcoholic Beverage/Delta Gamma Property
- Delta Gamma wants its living environments to support the Fraternity’s values and honor and protect its members’ dignity and privacy and, thus does not allow alcohol on its premises.
- This includes houses, apartments, lodges, suites, dorm floors, and meeting rooms. This also includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters.
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Membership Responsibility

- Every member of Delta Gamma took an oath to uphold the values of the Fraternity.
- Not only does this include complying with College and University regulations, and local, provincial, state, and federal laws, but also honoring the dignity of oneself and others.
- Members should always strive to behave in ways that reflect positively on themselves, Delta Gamma, and the fraternity/sorority community as a whole.
- You are always wearing your letters, even when they’re not plastered across your chest. It is imperative that you are constantly making sure your actions reflect your own values, as well as the values of Delta Gamma Fraternity.

Alcohol Procedures

1. Activities, scheduled or non-scheduled, taking place prior to or immediately following the stated time for the event...will generally be considered a continuation of the event.
   - Pre-gaming and related activities are among the most high-risk drinking behavior of college women.
   - According to research by the company that produces AlcoholEdu, GreekLifeEdu, and Haven, the top reasons a woman pregames are: “to get a buzz before going to the event,” “to feel more comfortable when she goes to the event,” and/or “to drink in a safer environment.” However, the top reasons a man pregames are: “to make it easier to hook up at the event,” “to make it easier to talk to a person he might be attracted to at the event,” and/or “to get drunk before going to the event.” While sexual violence is never, ever the fault of the victim and not all men who pregame and/or drink commit interpersonal violence, pre-gaming might put us at risk of ending up in an unsafe situation.
   - This is why it is not only important to practice bystander intervention and take care of each other, but avoid pre-gaming before an event.

3. Alcoholic beverages may not be served or consumed on a bus.
   - Consuming alcohol on a bus not only violates the law in most states/provinces, but also increases the risk that an attendee to an event will be over served, as a bartender might not be aware of the prior consumption as the attendee may not yet show behaviors associated with that alcohol consumption.

7. Once a member/new member or guest leaves an event, he/she shall not be allowed to return to the event.
   - This is to ensure safety for all members/new members and their guests. If members/new members and guests are allowed to return to an event after their departure, they are putting themselves at risk. This risk may come in the form of driving while under the influence, etc.
   - Additionally, if a member/new member and/or a guest is asked to leave because his/her behavior is inappropriate, he/she is too intoxicated, or he/she
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has violated any of the Delta Gamma Alcohol Policies and Procedures, he/she will not be allowed to return.

8. Event themes should be reflective of Delta Gamma’s purpose and values.
   • Delta Gamma wants to promote positive public images that align with our Purpose and our values.
   • Event themes that are culturally or ethnically appropriative or stereotypical in nature are offensive to certain groups and do not reflect our Purpose and values.
   • Event themes utilizing the word “hoes” or “sluts” or that otherwise degrade women are offensive and demeaning to women, as well as to Delta Gamma’s purpose to develop in women the best qualities of character and a true sense of social responsibility.

9. Honor Board and the Chapter Management Team must carefully communicate to the chapter their thoughtful plans to address any inappropriate social behavior, most especially regarding the use/abuse of alcohol and drugs among members/new members and guests at group functions.
   • This is your responsibility, too. If you see a woman behaving in a way that is unbecoming to herself or her Fraternity, please step in. You can let a member of CMT or Honor Board know and/or write an SOR.
   • As a member of Delta Gamma, it is important that you hold yourselves and your sisters accountable for your/their actions.

10. Delta Gammas will be held responsible for their guests’ behavior at social events.
    • Even at an event that is not co-sponsored, guests that are not members are the responsibility of chapter members/new members. While the chapter does not have the ability to hold the guest accountable because they have not signed the Statement of Obligations, DG members have signed and can be held accountable by Honor Board.
    • We want to make sure that everyone at the event is behaving in a way that would reflect positively on them, as well as Delta Gamma.

Appendix D: Scenarios for Option 4 ("Do the Scenarios Align?")
Note: You may use the explanations in Appendix C for further discussion

1. Hannah, a member of Delta Gamma, was over served at formal. She caused a scene at the venue and had to be taken home in a taxi.
   • Policy/Procedure in violation: Membership Responsibility
   • Explain that chapter members are responsible for their behavior that encourages social responsibility. If a member violates this at a Delta
Gamma event, members should write her an SOR and send her to Honor Board.

2. Hannah, the vp: social standards, is checking Delta Gamma members and their guests in on the bus. She notices that one member’s date is drinking out of a flask once he is on the bus.
   - Policy/Procedure in violation: Procedure #3 (Alcoholic beverages may not be served or consumed on a bus.)
   - Hannah should approach her sister and her date and escort them off the bus and not allow them to attend the formal.
   - Further, she should write the member an SOR and send her to Honor Board. While Delta Gamma can technically not hold the date accountable, the member is responsible for her date’s behavior and conduct and can be held responsible by Honor Board.

3. The bigs of Omega Omega chapter requests that the littles meet them at a senior’s off-campus house. They hold an informal ritual and then commence a party with alcohol.
   - Policy/Procedure in violation: Alcohol/Big/Little Sister Revealing
   - There are a lot of problems with this scenario. Ritual and alcohol absolutely do not belong together. Ritual celebrates our values, founding, and sisterhood, and alcohol deserves no place in it.
   - Further, this violates policy because it involves alcohol in the big/little process and relationship. This places the littles in an uncomfortable situation, particularly if they do not choose to drink for a variety of reasons. They might feel pressure to drink because of the power differential between older and younger members, which also crosses the line into hazing.
   - Additionally, it promotes a culture of alcohol, poor decision-making, and does not set high expectations for our new members’ membership responsibility.
4. The seniors of Omega Omega chapter are about to be a part of their last Initiation as undergraduate members. The night before Initiation, they decide to go to an off-campus bar and drink to celebrate and reminisce about their sorority experience.

- Policy/Procedure in violation: Alcohol/Inspiration and Initiation
- Activities involving alcohol may take place no less than 48 hours prior to Inspiration/Initiation nor 24 hours after Inspiration and Initiation. The Celebration is to be alcohol-free as well.
- Initiation is our most sacred Ritual. Alcohol deserves no place alongside it. Initiation celebrates our common bond and reveals to our new members our core values and our secrets. The use of alcohol in conjunction with this event does not reflect the Ritual we are revealing to our new members, nor does it promote the seriousness of the event.

5. A member of CMT is over served at a Delta Gamma event and behaves poorly at the venue. However, the vp: social standards is good friends with her, so she decides to ignore it and not issue her an SOR.

- Policy/Procedure in violation: Membership Responsibility and Alcohol Procedure #9 (Honor Board and the Chapter Management Team must carefully communicate to the chapter their thoughtful plans to address any inappropriate social behavior, most especially regarding the use/abuse of alcohol and drugs among members/new members and guests at group functions.)
- Any member who does not behave with social responsibility can and should be held responsible by Honor Board for violating the Membership Responsibility Policy.
- All members, not just officers, should hold their sisters accountable for their behavior.
- Our oath that we took is a pledge we vowed to uphold and any sister who violates this should be held accountable for her actions, no matter if she is a friend of the officers or not.
- Holding your sisters accountable promotes a culture where our values are considered important and violating those values is not tolerated.