



## ***ZeteForward* Guide**



What is *ZeteForward*? While we describe it as a “campaign”, it is much more than that. It is an across-the-board effort to improve how we manage risky behaviors that can harm the Zeta Psi brand. Ultimately it will improve the health and safety of members and guests by promoting better management of events, better recognition and avoidance of sexual misconduct and avoidance of hazing and implementing more timely and consistent discipline when chapters or individuals stray from our standards.

**Background:**

The challenge of making needed improvements is not unique to Zeta Psi. Fraternities are often their own worst enemies. For example, think about the recent national press coverage of an alleged hazing death at Penn State, the racist songs on a bus by a University of Oklahoma fraternity. While we may correctly claim that these are outliers, these are the incidents reported by the press and seen worldwide.

Even Zeta Psi has experienced tragic accidents. A death in one of our chapters in 2015 led to a major legal settlement and we have had claims across two countries and four time zones. We’ve lost Zeta Psi chapters due to risk management concerns. The common denominator for claims is excess alcohol.

**Zete Forward Action Plan:**

The catalyst for the changes being implemented was information provided by our insurance company, FRMT. FRMT is a collective organization serving 32 college fraternities. They alerted us to our poor performance in risk management in the Fall of 2015.

This wake-up call came as a shock to our leaders. Zeta Psi has thrived for 170 years, and has constantly produced outstanding alumni. With active chapters on more than 50 campuses across North America and the British Isles and more than 3000 active undergraduates, our membership has greater reach than ever.

However, the FRMT claims data was compelling. Unfortunately, Zeta Psi had gradually drifted to the top of the list for incidents and insurance claims filed per chapter.

We initiated a comprehensive review shortly thereafter, which led to the development of our action plan to improve our policies, procedures and culture. The emphasis was on managing alcohol, and better recognizing and avoiding sexual misconduct and hazing. The action plan was approved by Zeta Psi’s Executive Committee and submitted to FRMT in January 2016.

### **Planning and Implementation:**

Implementation teams including Zeta Psi staff, actives and elders were formed in seven areas to develop specific procedures and policies:

- 1) Housing and Alcohol
- 2) Member Education
- 3) Honor Campaign
- 4) Sexual Misconduct
- 5) Constitution and By-Laws Amendments
- 6) Insurance Pricing
- 7) Risk Management Policies, Procedures and Sanctions.

The Grand Chapter, with robust participation by undergraduate leaders, reviewed, edited and ultimately approved the work of the teams at the 2016 Convention in Chicago.

Specific operational details as authorized by the Grand Chapter were drafted by Zeta Psi staff and revised with input from chapter Phis at the Kirby Leadership Conference in January 2017.

### **Major initiatives:**

- 1) New Risk Management Policy: The new policy replaced the prior guidelines. It includes bringing Zeta policy into alignment with the Fraternal Information and Programming Group (FIPG) <http://fipg.org> standards advocated by the Fraternity Executives Association (FEA) which require better controls for alcohol at social events. The Risk Management Policy is attached as Appendix A.
- 2) Alcohol and Housing: Alcohol will be permitted on Zeta premises only after the chapter successfully applies for one of several waivers.
  - a. The waiver levels gradually build from a dry house, to a level that allow events (within Risk Management procedural guidelines) of beer, wine and hard alcohol. The waiver requirements emphasize issues within every chapter's control, including ongoing education and signed commitments by members.
  - b. Chapters electing to be dry may apply for event specific waivers three times per year without incurring the fee variance described in the next paragraph. Conformity with all other risk management event guidelines is still expected.
  - c. Depending on the alcohol waiver level, insurance rates will reflect the relative degree of risk being taken. This parallels the other insurance modifiers that are already in effect so that every chapter can influence whether it pays more or less than the average insurance premium.
  - d. The waiver, launched in Spring 2017 with an effective date of Fall semester 2017, is attached as Appendix B.
- 3) Sexual Misconduct Avoidance: A proactive pledge supporting the avoidance of sexual misconduct was developed with input from undergraduates and university professionals. The pledge is attached as Appendix C.

- 4) **Hazing:** Mistreatment of members or prospective members has been explicitly banned within Zeta Psi for many years. The definition of hazing was updated within the Risk Management Policy to more explicitly describe prohibited actions. Most importantly it bans alcohol from rush or recruitment.
- 5) **Duty to Report:** All members are now required to report violations. The policy includes appropriate escalation of reporting, and an anonymous web-based or phone supported “Hotline.”
- 6) **Duty to Care:** Explicit requirements for proactive steps are now included in the Risk Management Policy. An amnesty provision from Zeta Psi disciplinary actions encourages the calling of 911 and other emergency services.

**Next Steps:**

While many undergraduate leaders have embraced the need for the changes being implemented in *ZeteForward*, many members are still approaching the problem from the point of view of how best to avoid “sanctions.” The better approach is “how can we be the best on our respective campuses?” How can our brand and reputation be more than that of a party house? How can we earn the trust and respect of all campus constituents—other fraternities, sororities, parents, campus administration, and law enforcement? Success will require energy and commitment from actives, and elders.

Over the next few months Zeta Psi will be incorporating the elements of *ZeteForward* into our educational programming including online, regional leadership institutes, chapter visits and the international convention. We plan to create several new implementation teams (I-teams) to work on social event planning, what we should call new members (formerly pledges) and if there should be additional updates to our risk management policy. Meanwhile our standing Legal, Membership Education, and Ritual Committees will all be working on our governance, organization, and training programs with the aim of helping our chapters be more consistently safe in keeping with our mission and values.

For more information on *ZeteForward*, contact your Zeta Psi Regional Educational Consultant, or visit [www.zetapsi.org](http://www.zetapsi.org)



**ZETA PSI FRATERNITY, Inc.**  
**Risk Management Policy**

Zeta Psi wishes to provide for the health and safety of its members and guests. These policies provide the minimum expectations established by International Fraternity and were approved by the Board of Delegates of the Grand Chapter, meeting in Convention, on August 20, 2016. On February 6, 2017, the Executive Committee modified the policy to bring Zeta Psi into better alignment with the updated recommendations of the Fraternal Information and Programming Group Guidelines approved in January 2017. Chapters are expected to follow these policies and to use good sense and planning at all times to ensure the health and safety of our members, prospective new members, and guests.

**ALCOHOL AND DRUGS**

1. 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.
2. [Effective September 1, 2017] Alcohol will not be permitted on Zeta Psi premises unless the chapter has applied for permission to do so and that right has been granted by the Executive Director.
3. Chapter Funds may not be used to purchase alcoholic beverages under any circumstances.
4. 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.
5. Chapters and Members are prohibited from selling alcohol, illegal drugs, and any other controlled substance.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating 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 held within the provisions of these guidelines, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of these guidelines.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. 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 these guidelines.
9. OPEN PARTIES, meaning those with access by non-members of the fraternity, without specific invitation, are banned.
10. No alcohol shall be present at any candidate/new member program or activity of the chapter including the initiation ceremony.

## **HAZING**

All new member activities are to be in keeping with the Honor Campaign. Hazing is illegal and forbidden in all circumstances. Hazing activities are defined as any action taken or situation created, intentionally or unintentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. In all cases, care must be given to comply with local, state, provincial, and national laws.

## **SEXUAL ABUSE**

The fraternity will not tolerate or condone any form of sexually abusive behavior of any kind by any of its members, whether physical, mental or emotional. Men associated with Zeta Psi are expected to behave in a way that upholds a high standard of integrity and respect. Mutual consent is absolutely required when engaging in conduct that is sexual in nature. Intoxication to the point of incapacitation obviates the ability to consent.

Zeta Psi Chapters and Members are required to abide by [Zeta Psi's Pledge on Sexual Misconduct Prevention](#).

## **FIRE, HEALTH AND SAFETY**

1. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards and shall comply with engineering recommendations as reported by the insurance company, government or University.
2. All chapters must have posted evacuation routes from chapter houses, common areas and sleeping rooms posted in said area and on the back of the door of each sleeping room.
3. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
4. For travel to any fraternity event, the chapter shall only use an insured, licensed transportation company for any vehicle larger than a minivan.
5. No pets of any kind are allowed on fraternity premises.
6. Chapters are prohibited from sponsoring, on or off fraternity premises "water events." These would include the use of any self-constructed or kiddie pool, ice rink, slip n slide, or mud bowl for any purpose.

## **DUTY TO REPORT**

All members of Zeta Psi are required to report any violations or possible future violations of these policies to the Active and/or Elder Chapter President or designee. It is unacceptable to obstruct or attempt to prevent any member from making a report. If the concerns are not addressed, the member is required to escalate the matter by making a report to the Grand Chapter's Zeta Psi Compliance Hotline at <http://zetapsi.ethicspoint.com>. All injuries and potential claims must be reported through the hotline or to the IHQ directly.

## **DUTY TO PROVIDE CARE**

In the event of an injury or potential injury, Zeta Psi members are required to provide care. The health and safety of new members, members, and guests are everyone's responsibility.

## **AMNESTY PROVISIONS**

In carrying out the duty to provide care responsibilities, it may be appropriate to call for outside assistance from emergency services (police, fire, ambulance, etc.) In these cases, the persons initiating the call shall be considered to be operating under an amnesty provision where there will be no further Zeta Psi Disciplinary consequences dealing with the specific case.

## **EDUCATION**

Every new member will complete the online RML101 course in their first term of membership. The Risk Management policy shall be reviewed by the IHQ staff with each chapter at least once each year. Chapter Presidents will receive detailed risk management education at the annual President's Conference (conducted in early January). Each member shall be instructed annually on the Risk Management Policy.



Zeta Psi Fraternity, Inc.

Alcohol Waiver Request for 2017-18 Academic Year

Due April 15, 2017

***This application serves to modify the Zeta Psi Risk Management Policy with the respect to the use of alcohol on premises. Premises are defined as any chapterhouse or satellite that could be reasonably associated as operated by or on behalf of Zeta Psi. This waiver does not modify any other part of the Risk Management Policy or any other obligation or responsibility of the chapter.***

Chapter: \_\_\_\_\_

Waiver Level Requested (check one):

- No Alcohol on premises (any Zeta Psi premise including identifiable satellite housing), but may apply for individual events only
- Legal Consumption of Alcohol for members in living quarters.

**ALL EVENTS require Third-Party Vendor or BYOB Guidelines**

- Beer and wine events
- Beer, wine, and liquor events

By signing below, we attest that the Active Chapter:

1. Will operate at the waiver level requested for the academic year.
2. Will operate at all times in accord with the Zeta Psi Risk Management Policy.
3. Has ensured that all new members have passed RML101.
4. Has not been placed on probation for a risk management violation since September 1, 2016.
5. Has paid all international insurance, chapter, and initiation fees.

\_\_\_\_\_  
Active Phi

\_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management Chair

\_\_\_\_\_  
Date

Required Attachments (all levels)

1. ChapterSpot roster listing all Active members.
2. Risk Management Policy signed by all active members.
3. Evidence that information about the Zeta Psi EthicsPoint system has been shared with all members of the Chapter.
4. (All forms of alcohol only) Provide evidence that at least 6, or 15% (whichever is fewer), of returning active chapter members have completed an alcohol safety training program.

## 2017-18 INSURANCE FEE MODIFICATION BASED ON YOUR CHAPTER SELECTION

10% per man insurance **credit** – no alcohol on premises

No adjustment – legal consumption only in living quarters.

5% per man insurance **surcharge** – beer and wine.

10% per man insurance **surcharge** – beer, wine, and liquor

### NOTES:

**Elder Involvement** – Nothing in this waiver process is designed to undermine or bypass Elder Chapter or House Corporation policies or rules. It is a best practice to confer with the Elder Chapter about your selection.

**University regulations** – Nothing in this waiver process is designed to undermine or bypass University or IFC requirements. Please check with appropriate resources on campus BEFORE making your waiver request.

**Violations** – If chapter does not operate in keeping with the Risk Management Policy *and its alcohol selection*, it will be subject to IHQ disciplinary proceedings, which may result in the elimination of the waiver, an adjustment to its insurance modification in the current (and possibly future) years, and disciplinary sanctions. Violations are likely to be expensive and could result in the suspension of the chapter.

**Events** – chapters may apply for a higher level at no additional fee up to three times per year. After three event applications, the chapter will be required to submit a fee of \$US10/man for each additional event application. Event applications must be submitted at least 21 days before the planned event. The IHQ will deny any event application that is submitted late, incomplete, or that would appear to violate the Risk Management Policy.





## **Sexual Misconduct Pledge**

As a brother of Zeta Psi, I believe it is important to create a safe environment in which sexual misconduct is unacceptable and survivors are supported.

I will not tolerate or condone any form of sexual misconduct or abuse – whether physical, mental, or emotional.

I will hold as unacceptable any actions, activities, or events perpetrated by either an individual or a group of individuals which are demeaning to people, whether occurring online, on chapter premises, or at another location including but not limited to: verbal or sexual harassment, stalking, relationship violence, sexual assault, or sexual misconduct

I recognize that non-consensual actions of a sexual nature constitute sexual misconduct. I will safely intervene and report situations where consent has not or cannot be given and encourage my brothers to do the same.

Through active chapter education and elder chapter participation, I hope to prevent sexual misconduct and strengthen the communities in which we live.

## RESOURCES

Please find a list of resources that you may find helpful in your efforts to implement *ZeteForward*. These links were chosen because they represent best practices in these areas – however, these resources don't alter Zeta Psi policy per se. Zeta Psi policy may be stricter or more lenient, but each member must abide by Zeta Psi policy at all times AND consider how his choices impact his own and others health and safety. Your University likely has excellent resources as well that should be consulted.

### GENERAL

<http://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>

<http://www.fipg.org/>

<http://fhsi.jrfco.com/>

### ALCOHOL

<http://www.mayoclinic.org/diseases-conditions/alcohol-poisoning/home/ovc-20211589>

### DRUGS

<http://www.mayoclinic.org/diseases-conditions/drug-addiction/basics/prevention/CON-20020970>

### HAZING PREVENTION

<http://hazingprevention.org/>

### SEXUAL MISCONDUCT PREVENTION

<http://itsonus.org/>

<https://www.rainn.org/>

### GENERAL HEALTH & SAFETY

<http://www.ehs.ufl.edu/programs/fire/greek/drills/>

### HOW TO REPORT AN INCIDENT

<http://zetapsi.ethicspoint.com>

### EDUCATION

<http://zetapsi.org/lti/lti-directory/>

***If this Guide is missing a link, please suggest a new one by contacting [education@zetapsi.org](mailto:education@zetapsi.org). These will be collected and reviewed by Zeta Psi's Public Advocacy Committee and if approved added to the resource link sections.***