

**SIGMA LAMBDA Upsilon/
SEÑORITAS LATINAS UNIDAS SORORITY, INC.
ESTABLISHED 1987**

RISK MANAGEMENT POLICY

**EFFECTIVE
January 2009**

**Document Established: June 2008
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OFFICIAL DOCUMENT

THIS DOCUMENT MAY NOT BE PHOTOCOPIED, REPRODUCED, DISTRIBUTED OR DISPLAYED WITHOUT THE OFFICIAL WRITTEN CONSENT OF THE NATIONAL LEADERSHIP TEAM.

THIS IS A CONFIDENTIAL DOCUMENT EXPRESSLY FOR THE USE OF THE ORGANIZATION AND CAMPUS ADMINISTRATORS.

EACH CHAPTER WILL RECEIVE ONE COPY OF THIS DOCUMENT, WHICH WILL BE NUMBERED. IT IS THE RESPONSIBILITY OF THE CHAPTER TO ENSURE PROPER MAINTENANCE OF THIS OFFICIAL DOCUMENT.

I.



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INTRODUCTION

The National Board (“NB”) of Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc. (the “Sorority” or “Sigma Lambda Upsilon”) recognizes that as humans many of our actions and decisions are done out of habit or tradition. No member makes intentional decisions to risk another person’s life with a particular activity. However, many of the decisions we make do involve risk, do have unanticipated consequences, and do cause a ripple or domino effect far greater than anyone might ever anticipated.

As a result, the NB has created the Risk Management Policy (“RMP”) with the purpose of identifying potential problems before they occur and to effectively mitigate the risks that have critical impact on our goals and mission. Early and aggressive detection of risk is important because it is typically easier, less costly, and less disruptive to make changes and correct efforts earlier rather than later.

The RMP of Sigma Lambda Upsilon includes the provisions that follow, which shall apply to all Sorority entities and all levels of membership (*e.g.* undergraduate and graduate chapters), Damas (pledges), and active and inactive Hermanas of the Sorority (collectively “Members”). The RMP takes precedence over all other organizational policies, including, but not limited to, the Image Policy, the Official Membership Intake Management Policy, and the Graduate Official Membership Intake Management Policy.

The policy shall be enforced by the NB and National Policy and Compliance Board (“NPCB”), as per the guidelines set forth in the NPCB Policy. Unless otherwise stated in the provisions, reporting of any suspected or witnessed violation of the RMP should be immediately submitted to the NPCB at npcb@sigmalambdaupsilon.org. All members are responsible for compliance with this policy. Failure of any member to abide by this policy may be punishable by suspension or expulsion from membership, removal from any office within the Sorority, or the suspension or revocation of the chapter’s active status.

II. EDUCATION

Annual training on the RMP will be provided to all Chapter Presidents, new members of the Sorority, and all members responsible for new-member-education-related activities at her respective Chapter at least once a year during either an official Regional Meeting, a Regional Neophyte Meeting, or an official Deans Training. All reasonable efforts will be made to ensure all other Members will have access to training on the RMP through an open-door attendance policy at all Regional Meetings.

In addition to an annual overview of the entire policy, all RMP trainings will include comprehensive instruction on the following topics:

1. Alcohol: Each Member will be instructed on the federal legal drinking age and the consequences associated with underage drinking and drinking in excess. Instruction shall also be provided with the goal of engendering in each member a sense of responsibility toward the welfare of those who consume alcohol, the encouragement of intervention to prevent any



person from drinking to excess, or from engaging in any potentially dangerous activity, including driving a motor vehicle while under the influence of alcohol. Instruction must also be provided on emergency procedures to be employed as a result of alcohol abuse.

2. **Anti-Hazing:** Each member will be instructed on the Sorority's Anti-Hazing provisions of the RMP. Additionally, all members in charge of new member orientation related activities at their respective Chapters will receive additional training on how to identify, prevent, and report hazing that may occur during the new member orientation process.
3. **Anti-Harassment, Intimidation, Bullying, and Cyberbullying:** Each member will receive instruction on the Anti-Harassment, Intimidation, Bullying, and Cyberbullying provisions of the RMP. Additionally, all members in charge of new member orientation related activities at their respective Chapters will receive additional training on how to identify and prevent harassment, intimidation, bullying, and cyberbullying generally, and how it relates to the new member orientation process specifically.

III. HERMANA AFFIDAVIT

In order to be considered an active member of Sigma Lambda Upsilon, members must annually review the RMP, and affirm their understanding and their agreement to adhere to the terms therein. Members will accomplish this requirement by electronically submitting the Hermana Affidavit to the Director of Administration (administration@sigmalambdaupsilon.org). Failure to submit a signed policy will result in inactive member status. A signed Hermana Affidavit will be accepted on an ongoing basis, but is only valid for the calendar year (July 1 – June 30) in which it is received. *See Appendix I* for a copy of the Hermana Affidavit.

IV. DEFINITIONS

For the purpose of this policy, the terms set forth below shall have the following meanings:

1. **Activity:** A Member is active if she has met the Sorority's academic minimum requirement¹, paid dues, and has affirmed review and acknowledgement of the RMP.
2. **Alcoholic Beverages:** A liquor or brew containing alcohol as the active agent.
3. **Bullying:** Systematically and chronically inflicting physical hurt or psychological distress on one or more current or former Members and may involve: teasing; social exclusion; threat; intimidation; stalking; physical violence; sexual, religious, or racial harassment; or public humiliation.

¹ For undergraduate members *only*.

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4. **Cyberbullying:** Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
5. **Controlled Substances:** Drugs and other chemicals that, when used or taken, result in harm or become a major factor in health and social problems, problem behavior, and physical suffering. Substances include all psychoactive and pharmaceutical substances and medicines.
6. **Illegal or Illicit Drugs:** A drug whose production or use is prohibited or strictly controlled via prescription including Cannabis; opiates (*e.g.*, cocaine, heroin); LSD and other hallucinogens; amphetamines, barbiturates, or tranquilizers not under a doctor's orders; prescription drugs that are not used in accordance with physician order or are off label.
7. **Dry:** Without the use of alcoholic beverages.
8. **Grain Alcohol:** Any distilled liquor that exceeds 100 proof, or above 50 percent pure grade alcohol per volume (*e.g.*, Everclear).
9. **Open Parties:** Parties those with unrestricted access.
10. **Women:** [TO BE DEFINED]

V. ALCOHOL AND DRUGS

Alcohol is prohibited at all university campus parties.

All new member education activities associated with any Chapter of Sigma Lambda Upsilon will be DRY.

No Member shall purchase for, serve to, or sell alcoholic beverages to any person under the legal drinking age of 21.

The possession, use and/or consumption of alcoholic beverages, during an official Sorority event or in any situation sponsored or endorsed by Sigma Lambda Upsilon Sorority, must be in compliance with any and all applicable laws of the state, county, city, and/or university where the Chapter is located. Furthermore, any legal use of alcohol will not involve providing unlimited quantities; no activity shall encourage rapid consumption of alcohol; and no person shall be forced to consume alcohol.

No grain alcohol is to be served in any form or mixture during a Sorority sponsored event, due to the destructive and immediate effects that such high alcohol concentration can cause.

Open parties will be strictly monitored to ensure compliance with the RMP. The NB recognizes that Members cannot control all attendants; therefore liability applies when a Member becomes aware of alcohol use and does not intervene. NB also recognizes that there are some occasions Undergraduate

Chapters may request permission from NB to allow alcohol at a Sigma Lambda Upsilon function, where appropriate, and in compliance with university policies. At all Sigma Lambda Upsilon functions where alcoholic beverages are provided, the hosting Members (if individuals) or Chapter must also ensure the availability of non-alcoholic beverages.

The possession, sale and/or use of any illegal drugs or controlled substances by any Member at any Sigma Lambda Upsilon sponsored event or at any event that would allow a normal observer to view a Member as associated with the Sorority is strictly prohibited and will be grounds for the immediate expulsion of those involved. In addition, any Member who becomes aware of the use of illegal drugs or control substances at a Sigma Lambda Upsilon event has the responsibility to make sure the drug or substance use is discontinued, where reasonable.

VI. ANTI-HAZING

Definitions

Sigma Lambda Upsilon does not condone and will not tolerate the hazing of a Dama (pledge) in any manner. No Chapter or Member shall conduct nor condone hazing activities. Hazing is defined as:

“Any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to: use of alcohol; paddling in any form; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, Sigma Lambda Upsilon policy or the regulations and policies of the educational institution or applicable state law.”

Sigma Lambda Upsilon further defines hazing as:

1. Endangering the safety or mental and emotional health of a Dama
2. Physical contact or abuse of a Dama in the form of, but not limited to: paddling, striking, punching, kicking, biting, wrestling, shoving, pulling or slapping
3. Mental abuse of a Dama in the form of, but not limited to intentional sleep deprivation or threats of violence
4. Verbal abuse of a Dama, directly or indirectly, including, but not limited to, the use of profanity, degrading name calling, and personal insults.
5. Acting in a way that is demeaning, embarrassing or discomforting to the reasonable individual
6. Any act that may be seen as contrary to federal, state, and local laws and the chapter's university campus code of conduct.

The objective of Sigma Lambda Upsilon's new member education program is to foster sisterhood. True Hermandad (sisterhood) is nurtured in an atmosphere of social and moral responsibility and loyalty to the values and principles of Sigma Lambda Upsilon. It is the position of Sigma Lambda Upsilon that hazing undermines the Sorority's ability to teach and sustain Hermandad throughout all phases of Membership, because it causes temporary and/or permanent psycho[harm to another person.



Uniforms and Public Performances

Sigma Lambda Upsilon authorizes the usage of uniforms and public performances (e.g., surfacing) in new member education activities, as described in the Official Membership Intake Policy, so long as such usage and activity is in compliance with university policy. Sigma Lambda Upsilon does not consider the use of uniforms, or the practice of the sorority's tradition of surfacing, as hazing.

Reporting

Members who witness clear violations and do not act to put an end to the violation is equally culpable. Failure to report acts of hazing is a violation of this policy. Hermanas are required to cooperate with a NPCB investigation. Any willful obstruction of a NPCB investigation will result in a penalty, as identified in the NPCB policy. The NPCB has the responsibility and the authority to investigate reports of hazing and assess penalties in accordance with the severity of the act.

A Member who suspects a hazing incident or a Dama who feels she has been subjected to hazing is encouraged to contact the NPCB at npcb@sigmalambdaupsilon.org or leave a message on the Sorority voicemail at 866-804-7678. All correspondences will be handled with confidentiality.

Penalties

Any member who engages in hazing, as defined in this policy, will be thoroughly investigated by the NPCB of the Sorority in accordance with the procedures set forth by the NPCB Policy. The penalties for Members found to be in violation of these regulations include but are not limited to the following:

1. Suspension of active member status for no less than one year;
2. A fine of no less than \$200 payable to Sigma Lambda Upsilon;
3. Must complete new member education training and certification process, if the offense is related to the new member education program.

The penalties for Chapters found to be in violation of these regulations included but are not limited to the following:

1. Suspension of new member intake activity and pledging rights and privileges for at least one year;
2. Loss of Chapter vote at National and Regional Board Meetings for at least one year;
3. Mandatory attendance for at least 50% of the chapter at all National and Regional meetings;
4. A fine of no less than \$400 payable to Sigma Lambda Upsilon;
5. All chapter members must complete new member education training and certification process.

VII. SEXUAL ABUSE

The Sorority will not tolerate or condone any form of sexually abusive or sexually demeaning behavior on the part of Members whether physical, mental or emotional, to any gender. This includes, but is not limited to, date rape, gang rape or sexual harassment. Members who witnesses a clear violation of this provision of the RMP and do not act to put an end to the violation are equally culpable. Failure to

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report acts of sexual abuse, sexual harassment, or a sexually demoralizing behavior is a violation of this policy.

VIII. ANTI HARASSMENT, INTIMIDATION, BULLYING, AND CYBERBULLYING

The Sorority will not tolerate or condone any form of harassment, intimidation, bullying, or cyberbullying on the part of its members whether physical, mental or emotional, to any gender based on membership status in the Sorority (*i.e.*, former or current Members), age, race, national origin, citizenship status, religious beliefs, political affiliation, physical abilities and characteristics, sexual orientation, economic circumstances, marital status, medical condition, and lifestyle.

Harassment, intimidation, bullying, and cyberbullying, either verbally, physically, or electronically (*e.g.*, emails or text messaging) includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as membership status, age, race, national origin, religious beliefs, physical abilities and characteristics, sexual orientation, economic circumstances, marital status, medical condition, and lifestyle or by association with a person who has or is perceived to have one or more of these characteristics.

Harassment, intimidation, bullying or cyberbullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images that is targeted at an individual person or persons with the intent to harass, intimidate, or bully. Additionally, behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other Sorority policies, including, but not limited to those referenced in the Image Policy.

A member who witnesses a clear violation of this provision of the RMP and do not act to put an end to the violation is equally culpable. Failure to report acts of sexual abuse, sexual harassment, or a sexually demoralizing behavior is a violation of this policy.

IX. TRANSPORTATION

Any individual who drives or otherwise provides transportation in conjunction with Sigma Lambda Upsilon activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that they do not allow more passengers than there are seat belts in the vehicle and that their vehicles are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Sigma Lambda Upsilon Sorority, Inc. shall not assume liability for personal vehicles used in conjunction with chapter or sorority activities, or for any damages resulting from said use.



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X. PERSONAL PROPERTY

Use of personal property in Chapter or Sorority activities shall be strictly voluntary and the sole responsibility of the owner. Sigma Lambda Upsilon shall not assume liability for the personal property used in conjunction with the Chapter or Sorority activities, nor any damages resulting from said use.

XI. CONFIDENTIALITY

All information about the Sorority that is learned through the new member education program (e.g. symbols, traditions, and history) is considered confidential and should not be shared with anyone who is not a Member under any circumstance.

XII. ANTI-DISCRIMINATION

Sigma Lambda Upsilon is committed to the principle of Equal Opportunity for all women. Our ability to achieve this mission and to foster a commitment to excellence can best be pursued if our organization and governing body include individuals of diverse backgrounds, beliefs, and perspectives. Sigma Lambda Upsilon policy is to recruit prospects without regard to age², race, national origin, citizenship status, religious beliefs, political affiliations, physical abilities and characteristics, sexual orientation, economic circumstances, marital status, medical condition³, and lifestyle.

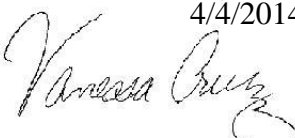
Sigma Lambda Upsilon is committed to ensuring equal participation of disabled applicants and will make reasonable accommodation for disabled applicants to the best of its ability. Where accommodation will cause undue hardship to the operations and infrastructure of the organization such as in cases where accommodation must be purchased, Sigma Lambda Upsilon will make every effort to work with disabled applicants to find alternate options or alternate funding to allow for full participation.

All requests for accommodation related to membership intake activities must be submitted in writing to the Director of Administration (administration@sigmalambdaupsilon.org) no less than one month before the accommodation is needed. All requests for accommodation will receive acknowledgment within 72 hours of submission and an official written response within two weeks of original receipt.

In addition, should chapters receive requests for accommodation for any campus events or programs, they should contact their university administration to respond to the request. If the request for accommodation is for an off-campus chapter event or a national event, chapters should submit in writing to the Director of Administration (administration@sigmalambdaupsilon.org) no less than two weeks before the accommodation is needed. All requests for accommodation will receive

² Women under the age of 17 are not allowed to seek membership without parental consent.


³ Women who are pregnant are prohibited from seeking membership during their pregnancy. However, following birth, she can seek membership.

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acknowledgment within 72 hours of submission and an official written response within one week of original receipt.

XIII. REQUESTS FOR COPIES

This is a confidential document. Each Chapter will receive a copy of the Risk Management Policy and it is the Chapter's responsibility to ensure proper retention. In the event that a university official or campus administrator requests a copy of the RMP, the Chapter President will notify the Director of Administration (administration@sigmalambdaupsilon.org) that a request has been made and by whom. The Chapter President will provide a copy of the RMP to the University official, upon receiving approval by the Director of Administration.


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APPENDIX I

Hermana (Member) Affidavit

I, _____, understand that Sigma Lambda Upsilon/Señoritas Latinas Unidas Sorority, Inc. is a non-hazing organization and that it does not condone harassing, intimidating, or bullying behavior of any kind.


I have read the Risk Management Policy and affirm that I fully understand my responsibilities as an Hermana (member) not to participate in hazing activities or engage in harassing, intimidating, or bullying behavior and I fully understand the consequences involved in said actions.

In signing this form, I confirm my full understanding and acceptance of the Sorority's Risk Management Policy, and agree to abide by the terms therein.

Name (Print)

Signature

Date


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