

# Social Responsibility Committee Bylaws

It shall become effective for and enforced by all members and chapters of the Panhellenic Association and Interfraternity Council at the University of Michigan as of January 1, 2013.

*The Social Responsibility Committee (SRC) is charged with the enforcement of the Social Environment Management Policy. SRC seeks to ensure a safe social environment for members of the Greek Community and their guests by enforcing the spirit and letter of the Social Environment Management Policy*

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## Article I – Social Responsibility Committee

### A. Social Responsibility Committee (SRC)

1. The Social Responsibility Committee is an affiliate of the Interfraternity Council and Panhellenic Association at the University of Michigan and was created to ensure that the Social Environment Management Policy is obeyed by all member organizations.
2. SRC is composed of two (2) chairpersons, the SRC Executive Board and SRC Checkers
  - a) The Panhellenic Association VP of Social Responsibility and the IFC VP of Social Responsibility are the two (2) chairpersons.

## Article II – SRC Executive Board

### A. Composition

1. The SRC Executive Board is comprised of fifteen (15) elected members (10 men and 5 women) and chaired by the VPs of Social Responsibility for IFC and the Panhellenic Association
2. Terms of office are from January to December.

### B. Role

1. The SRC Executive Board controls the administrative details of SRC, proposes sanctions for policy violations recorded by the SRC Checkers, and punishment, including social probation.

C. Duties of the VPs of Social Responsibility

1. Chair the SRC Executive Board.
2. Train the SRC Executive Board.
3. Educate and train individual chapter officers.
4. Maintain accurate records including Event Registration Forms, violation letters, and minutes.
5. Make regular reports to the Interfraternity Council and Panhellenic Association.
6. Review the Social Environment Management Policy as needed.
7. Oversee all SRC activities.

D. Duties of the SRC Executive Board

1. The SRC Executive Board will make regular reports to the Panhellenic Association and Interfraternity Council, through the Vice Presidents of Social Responsibility, as to the social responsibility of the Greek Community.
2. Duties
  - a) Assist chairpersons in enforcement of the SEMP.
  - b) Work with IFC Executive Board and SRC Checkers to monitor events.
  - c) Assist chairpersons with record maintenance.
  - d) Attend weekly Executive Board meetings held at a time decided upon by the committee upon election.
    - (i) No unexcused absences from duties and meetings are permitted during the term of office.
  - e) Review Restricted Events for violations of the SEMP and/or sanctions.
  - f) One member of the SRC Executive Board will be designated as the Secretary by the SRC Chairpersons.
    - (i) The Secretary will be designated at the beginning of the Winter and Fall Semesters and serve for a term of 1 semester
    - (ii) The Secretary will alternate between one SRC Executive Board member from the Interfraternity Council and one from the Panhellenic Association.
    - (iii) The Secretary will be responsible for maintaining SRC Executive Board Meeting minutes, votes on potential sanctions, and sanctions determined by SRC.

E. Removal of an SRC Executive Board member or SRC Checker

1. Grounds for Removal
  - a) Violation of any part of Article IV Section B.2-B.5
  - b) Inappropriate disclosure of confidential deliberation proceedings
2. Procedure
  - a) The SRC Executive Board Chairpersons will immediately remove any SRC Executive Board member or SRC Checker for any of the Grounds for Removal listed in Art. II Sec. E.1

**Article III - Election of SRC Executive Board Members**

A. Applications

1. All candidates must fill out and turn in an application for the SRC Executive Board prior to elections.
2. The due date of the application will be at least one week prior to the elections and will be included on the application.
3. IFC candidates will be interviewed prior to the SRC Election meeting by the VPs of

- Social Responsibility for IFC and the Panhellenic Association
4. Based on applications and interviews, the IFC Executive Board will announce a list of applicants that they feel are exceptionally qualified to run for an office.
    - a) Candidates who have previously served on the SRC Executive Board with distinction can be given a recommendation based on their SRC service, at the discretion of the VPs of Social Responsibility.
  5. Panhellenic candidates will be selected according to the procedures decided upon by the Panhellenic Executive Board and the Panhellenic Association
- B. Elections
1. At elections, applicants will give a 2 minute speech.
  2. Those ten men with the most votes and those five women with the most votes will be elected and serve on the SRC Executive Board.
- C. Qualifications
1. No more than one member per chapter may serve at the same time.
    - a) This does not include the Vice Presidents of Social Responsibility.
  2. No fraternity or sorority president may run for the SRC Executive Board.

## **Article IV –SRC Checkers**

### **A. SRC Checkers**

#### **1. Definition**

- a) An SRC Checker is an individual that inspects events, in an official capacity, during SRC Rounds.
  - i. These individuals may be from the Interfraternity Council Executive Board, the Panhellenic Executive Board, IFC Fraternity Representatives, or the SRC Executive Board.<sup>1</sup>
  - ii. Only members of the SRC Executive Board are responsible for determining sanctions, including Social Probation.
- b) In addition, SRC Checkers that are inspecting events must meet the following requirements:
  - i. At least two individuals
  - ii. Either two males or one male and one female

#### **B. Duties of SRC Checkers**

1. Each SRC Checker must be trained by the Vice Presidents of Social Responsibility.
2. Conduct must be befitting an SRC Checker.
3. SRC Checkers shall not consume alcohol before or during the time period they are on duty.
4. All SRC Checkers must attend the weekly meeting unless they were not present at an event during the previous week.
5. Duties of the SRC Checkers
  - a) Assist the Head of Rounds<sup>2</sup> with checking Restricted Events.
  - b) Conduct himself/herself appropriately while checking Events.

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<sup>1</sup> A Panhellenic Officer or female SRC Executive Board member will accompany the SRC Checkers. They will have no responsibility for violations of the *SEMP*.

<sup>2</sup> See Article IV Section A.2 for definition of Head of Rounds

- c) Look for violations of the SEMP and the safety of the guests at Restricted Events.

## **Article V – SRC Rounds**

### **A. SRC Rounds**

1. All Restricted Events will be checked during SRC Rounds. SRC reserves the right to go onto chapter property to look for Restricted Events. SRC may enter chapter property at anytime outside the registered time.
2. Head of Rounds
  - a) One IFC Executive Board member or SRC Executive Board member will be the Head of Rounds for each night. He will be responsible for coordinating the checking.
  - b) The Head of Rounds will conduct SRC rounds for that night with at least one SRC Checker.
3. Refusal to admit any member of SRC (Checker and/or Executive Board Member) to the general site of any Event shall be cause for an immediate violation.

### **B. Procedures for Inspection of Restricted Events**

1. The sole responsibility of the SRC Checkers shall be to record their observations of any possible policy violations while they are on duty. The SRC Checkers are not responsible for assigning sanctions for possible violation or for enforcing this policy.
2. The SRC Checkers shall determine when they will visit the Event but will not give notice to the host chapter(s) of their visit.
3. When the SRC Checkers arrive, the contact for the event will be located and the door will remain closed for the duration of the Event Check. The contact will then escort the Head of Rounds and any other SRC Checker present throughout the Event.
4. SRC Checkers have the right to check any area of the where they feel that the Event is taking place.
5. If the SRC checkers observe any violations, they will indicate these on the Event Check list. They may also indicate general observations of the Event.
6. The SRC Checkers must complete the checklist while at the Event.<sup>3</sup>
7. A signature from a sponsoring organization does not signify agreement with the SRC Checkers observations.
8. SRC Checkers have the right to visit an Event a maximum of two times if no violations are found. Sponsoring organizations should be aware that violations might be noted on the checklist during any subsequent visit. If violations are found, the SRC Checkers have the right to return to an Event an unlimited number of times.
9. SRC may test the BAC of sober monitors using a breathalyzer at all restricted events in order to determine the sobriety of sober monitors. SRC will be permitted to administer the breathalyzer to no more than three sober monitors per semester per chapter. The sober

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<sup>3</sup> The Presidents feel that it is the duty of the SRC Checkers to fill out the checklist while they are present so that the fraternity can fix the problem before the checkers come back a second time. They want to formally see the violations on paper, though no sanctions are made at the time of checking. If the checker feels uncomfortable, they may find someone else in the house to show or may delegate that to one of the other checkers.

monitor must have a BAC of 0.00 to be considered “not under the influence.”<sup>4</sup> Refusal to submit to the test will result in the specified sanction under Article IX.

10. The SRC Checkers shall return the checklist to the Office of Greek Life by 5:00pm on the Monday following the weekly SRC Executive Board meeting.
  - a) If a violation occurred, an Incident Report<sup>5</sup> must also be submitted to the Office of Greek Life, along with the checklist.
  - b) The Head of Rounds and the accompanying SRC Checker must each submit their own Incident Report for a Restricted Event

C. Fraternity Representation

1. Each Fraternity must present one Fraternity Representative at the behest of the IFC VP of Social Responsibility.
2. The Fraternity Representative must be the current Vice President of the Fraternity, unless a substitute is approved by both SRC chairpersons.
3. The Fraternity Representative is responsible for insuring that all SRC members from their fraternity fulfill their SRC obligations.
4. When needed, the Fraternity Representative will serve as an SRC checker accompanying the Head of Rounds.
5. No Fraternity Representative will serve as an SRC checker more than twice per month.
6. The IFC Vice President of Social Responsibility is responsible for maintaining contact with the Fraternity Representative such that the Representative is able to perform his duties.
  - a) Any Fraternity not presenting a Fraternity Representative shall remain on Type I Social Probation until a Representative is appointed.
  - b) If any Fraternity’s Representative fails to fulfill his responsibilities, the Fraternity is subject to sanction.
  - c) Each Fraternity Representative must attend an orientation as deemed necessary by SRC Chairpersons.

## Article VI – Special Event Exemptions

- A. In the event a hosting chapter perceives the need to seek exemption from a specific aspect of the SEMP, the chapter may apply for a Special Event Exemption.
- B. Aspects of the SEMP eligible for the exemption
  1. Hosting chapters are only allowed to apply for exemptions for the following aspects of the *Social Environment Management Policy*:
    - a) **Article VII.A.1-B.1:** “Guest list specifications”
    - b) **Article VII.G.6:** “Monitors wearing SRC-provided, orange Sober Monitor Shirts”
    - c) **Article VII.J.4:** “Glass at events”
    - d) **Article III.B-D:** “Timing of Events”

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<sup>4</sup> The administration of breathalyzer tests will be performed by SRC in the presence of the chapter president or designated officer in a closed room where only SRC, the sober monitor in question, and the designated chapter officer are present. In the event a sober monitor blows a .02 or below. SRC will re-administer the test during a subsequent visit in an effort to collect the most accurate and reliable reading. All information will be kept confidential by SRC but the test may be used in determining/ adjudicating sanctions.

<sup>5</sup> An Incident Report is a typed description of the event.

- e) **Article VII.D: “Entrances and Outdoor Events”**
- C. Application for Special Event Exemption
  1. When registering restricted events, chapters will have the option of applying for the exemption.
  2. Chapters seeking an exemption must apply for the exemption at the time the chapter registers the event
  3. Chapters will indicate the aspect of the SEMP for which they are seeking an exemption.
  4. Chapters will explain the reasoning for the exemption and provide relevant details regarding the management of the event should the event receive the exemption
- D. Granting Special Event Exemptions
  1. SRC will determine at least one week prior to the restricted event, if the event will receive the special event exemption the hosting chapter has submitted.
  2. In order for SRC to grant an exemption, all of the following criteria must be met:
    - a) The hosting chapter must submit an event exemption request through the online registration system at least two weeks in advance of the event.
    - b) The event requesting exemption must not be a Tier IV event.
    - c) The exemption being applied for falls within the limitations outlined above and **SEMP Article IX. Sec. B**
    - d) The chapter must be in good standing with IFC at the time of the application for the Special Event Exemption
    - e) The chapter is not on Social Probation at the time of the application for the Special Event Exemption
    - f) SRC must determine that the exemption will make the event safer for all guests AND that the exemption will make the event significantly easier to manage for the hosting chapter.
      - i. SRC may use the hosting chapter’s history of SEMP violations in determining the allowance of the special event exemption.
      - ii. SRC may use the hosting chapter’s history of use of Special Event Exemptions in determining the allowance of a special event exemption.
  3. SRC may grant Special Event Exemptions with stipulations, including but not limited to: increased sober monitor presence, decreased guest list length, decreased restricted event attendance, increased SRC presence, advanced receipt of event guest list, or other SRC involvement in risk management of the special event.
- E. Implementation of Special Event Exemptions
  1. SRC will send a notice to the chapter at least 3 days in advance of the restricted event for which the application for a Special Event Exemption was made. The notice will include stipulations, if any, associated with the Special Event Exemption.
  2. If an event receives an exemption with stipulations, a chapter may choose to decline the exemption for that event
  3. SRC will regulate restricted events with Special Event Exemptions according to the enforcement measures outlined in *Social Responsibility Committee Bylaws Article IV*, and will note the use of the exemption.
  4. If SRC added stipulations to the Special Event Exemption when it was granted for the chapter’s restricted event, those stipulations must be met, or the exemption is void and the chapter is subject to appropriate sanctions as specified in **SEMP Article X**.

## **Article VII – Violations and Sanctions**

### **A. Violations**

1. See *Social Environment Management Policy Art. X Sec. A*

### **B. Procedure for determining sanctions**

1. At the weekly SRC Executive Board Meeting, all events will be reviewed by the SRC Executive Board
2. Sanctions should be determined on a case by case basis, which takes into account:
  - a) The severity of the violation
  - b) The individual chapter's history
  - c) The circumstances that led to the violation
  - d) The SRC rounds checklist
  - e) The account of the event from the SRC Head of Rounds and the accompanying SRC checker
3. The SRC Executive Board should enforce the spirit and letter of the SEMP, as well as ensuring a safe social environment for individual chapters and the Greek Community, as a whole.
4. All deliberations are treated as confidential. Unauthorized disclosure of deliberation details is just cause for immediate removal of an SRC Executive Board member.

### **C. Sanctions**

- a) See *Social Environment Management Policy Art. X Sec. B*

### **D. Social Probation**

1. Assignment of Social Probation
  - a) See *Social Environment Management Policy Art. X Sec. C*
2. Types of Social Probation:
  - a) See *Social Environment Management Policy Art. X Sec. D*
3. Length of Social Probation
  - a) See *Social Environment Management Policy Art. X Sec. E*
4. Women's Social Probation
  - a) See *Social Environment Management Policy Art. X Sec. F*

## **Article VIII - Appeals**

1. See *Social Environment Management Policy Article X Section G*

## **ARTICLE IX- Amendments**

- A. Any member fraternity or sorority in good standing with the Panhellenic Association or the Interfraternity Council may introduce an amendment to these Bylaws.
- B. The amendment must be submitted in written form to the respective Vice Presidents of Social Responsibilities.
- C. Inseverability
  1. *The Social Environment Management Policy and the Social Responsibility Committee Bylaws* are to be construed as a whole, and all parts of it are to be read and construed together. If any proposed amendment to either document, conflicts with the other document, the proposed amendment shall be considered invalid and will not be voted on by IFC or the Panhellenic Council.

2. If a proposed amendment to SEMP creates a discrepancy between the two policies, then a corresponding amendment to the *Social Responsibility Committee Bylaws* must also be approved.
  - i. If one of the proposed amendments fails, all other proposed concurring amendments fail.
- D. The SRC Executive Board, at the discretion of the VPs of Social Responsibility, will vote on the amendment to ensure the amendment does not compromise the role and purpose of SRC, and that it does not conflict with the SEMP.
  1. The amendment will be referred to the Panhellenic Association and IFC if the amendment receives a simple majority (at least 7) of affirmative votes.
    - a) At least one of the affirmative votes must come from a Panhellenic SRC Executive Board member in order for the amendment to be referred by the SRC Executive Board.
  2. If the vote fails to pass the SRC Executive Board, a 4/5 vote by either the Panhellenic Association or the Interfraternity Council can override the SRC Executive Board vote.
- E. The Panhellenic Association and Interfraternity Council shall vote on the amendment at the meeting following the one in which it was introduced.
- F. An amendment that receives the affirmative vote of at least two-thirds by both the Panhellenic Association and the Interfraternity Council will be adopted as part of this policy.

Original effective Date – January 1, 2013

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